

Open Commitments: Purchase Order and Vendor Invoice Clean-Up



CHAPTER ONE

OVERVIEW

Throughout This Course

Throughout this course you will learn why it is important to clean up your open commitments. Although some agencies will wait until the end of the fiscal year to clean up their open purchasing documents and vendor invoices, this clean up process should be done at least once a month. Besides the obvious benefit of making year-end less painful and time consuming, prompt discovery of open commitments and/or errors will free up budget that can be spent on other goods and/or services that an agency might require.

Purchasing - What Causes Commitments To The Budget?

Entering a purchase requisition into AASIS causes a commitment to an agency's budget. When you convert the requisition to a purchase order, the commitment is relieved from the purchase requisition and picked up by the purchase order. You receive the goods/services and post a goods receipt, which does not change the commitment. Next, you receive the vendor invoice and post a logistics vendor invoice (transaction MIRO) in AASIS. At this time the commitment changes from PO status to Invoice status. The commitment becomes an expense after the payment program and the FMF0 program process each night. The FMF0 program updates the Funds Management postings and tables.

Commitments will also remain in your budget if the wrong AP transaction is used to pay a vendor invoice tied to a purchase order. If you use the direct invoice (FB60) instead of the logistics invoice verification (MIRO), it will break the connection to the PO and will cause a double commitment.

Credit memos show as open commitments if they have not been matched up with an open invoice. The open invoice must be to the same vendor with the same fund/fund center, commitment item, and functional area combination.

Where Do You Go To Look At Your Budget And View The Commitments?

- The Actual Budget report - Transaction Y_DEV_80000046
- The Open Commitment Item report - Transaction ZCMT



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How Do Purchase Requisitions Remain Open And Continue To Commit Budget?

If the purchase order/s referencing a purchase requisition add up to a *quantity less* than that on the purchase requisition, then the purchase requisition will remain open and continue to commit budget for the quantity that has not been converted to a PO.

What Reports Can You Run To View Your Open Purchase Requisitions?

- List Display Of Purchase Requisitions – Transaction ME5A
- List Display Of Open Requisitions – Transaction ZOPENREQ

How Do Purchase Orders Remain Open And Continue To Commit Budget?

If any line item of a purchase order has no goods receipt or a partial goods receipt, no invoice entered or a partial invoice entered, the purchase order will remain open and continue to commit budget.

What Reports Can You Run To View Your Open Purchase Orders?

- Display List Of GR/IR Balances – Transaction MB5S
- Purchasing Document Per Document Number – Transaction ME2N
- Purchase Orders With An Open Invoice – Transaction ZPO_OPEN_INV

How Do Invoicing Errors Cause Purchasing Documents To Remain Open?

The best business practice is to use the transaction MIRO to post a vendor invoice related to a purchase order. However, sometimes an error occurs when transaction FB60 is used by mistake. Using transaction FB60 instead of the transaction MIRO overstates the expense, over-commits the budget, and causes an un-cleared credit balance in the Goods Receipt/Invoice Receipt account in the General Ledger because FB60 breaks the connection to the purchase order.

What Reports Can You Run to Find Invoicing Errors?

- Purchase Order Vendor Payment Report – Transaction ZPOVP
- Vendor Line Item Display Report – Transaction FBL1N



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What Are The Different Types Of Open Accounts Payable Commitments Regarding The Direct Vendor Invoice (Transaction FB60)?

For security reasons, one user cannot both park and post a direct vendor invoice. One user must park the document and another user must do the actual posting of that document.

- **Parked Invoice** – A parked vendor invoice does not commit budget. A parked document will not go through the payment run.
- **Parked As Complete Invoice** – A “parked as complete” vendor invoice commits budget. A “Parked As Complete” invoice should be posted before the end of the fiscal period during which it was parked. If you do not post it within the period, you will need to use transaction FBV2 – “Change document”. Go into the “Header” information and change the posting date to the date of the actual posting and save.
- **Posted Invoice** – Posted documents commit budget. The posted document will remain open until it is included in the payment run. The Payment Program runs Sunday thru Thursday at 8:00 p.m., and the FMF0 program runs later to change the commitment to an expense.

Credit Memos

You would post a credit memo if the vendor sends one to settle an overpayment, or if you return goods to the vendor. There must be an open vendor invoice in the system to the same vendor with the same funds, funds center, commitment item, and functional area as the one that issued the credit memo. The credit memo can remain open if this match is not made correctly.

There are two ways to clear a credit memo: Change the “Invoice Reference” field to match the credit memo to an open invoice, or reverse the credit memo.

Direct Credit Memo (FB65)

1. You can correct the match by going into Transaction “FB02”-Change.
2. You can reverse the document by going into Transaction “FB08” – Individual Release.

Logistics Invoice Verification (MIRO)

1. You can correct the match by going into Transaction “FB02”-Change.
2. You can reverse the document by going into Transaction “MR8M”-Cancel Invoice Document. You will then need to go into transaction “F-44”. Transaction “F-44” will clear the credit memo and the vendor invoice.



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What Reports Can You Run to Find Your AP Errors?

- Open Commitment Report – Transaction ZCMT
- Display Parked Document Report – Transaction FBV3
- Parked Vendor Invoices – Transaction ZFI_PARKHELD_RPT
- Open Item AP Report – Transaction ZOPENITEMAP
- The Actual Budget Report – Transaction Y_DEV_80000046



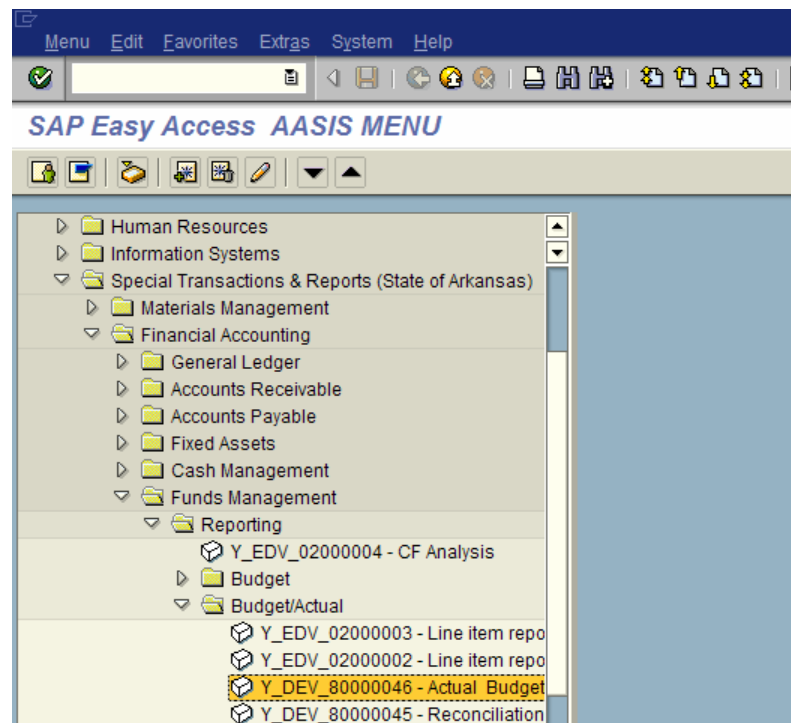
CHAPTER 2 RUNNING REPORTS

In this chapter you will learn to view and interpret the different reports to assist you in locating open commitments.

Actual Budget Report -Transaction Y_DEV_80000046

Menu Path: Special Transactions and Reports-State of Arkansas>Financial Accounting>Funds Management>Reporting>Budget/Actual>Actual Budget.

The Actual Budget report will reveal commitments and expenses to the budget. These commitments can include incomplete purchase requisitions, purchase orders, and unpaid vendor invoices. A purchasing document continues to be a commitment even after the entry of the MIGO and MIRO transactions. All open commitments move into the expense column after the invoice is paid via the payment program and FM is subsequently updated.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Enter the fund. (You must enter either a fund or funds center.)
2. Enter the funds center. (This is optional if you entered a fund.)
3. Be sure that the “Year commitment item” equals the fiscal year selection.
4. Enter a commitment item if desired.
5. “Agency from/CustFund” is an optional field. You may enter the customer number for your agency here. The number will always be 998xxxx00. The “x’s” stand for your business area.
6. Enter the current fiscal year and periods 0 to 13 will default. This will select budget for the entire year. You may change this if you want to view a different period or range. Period 0 captures original budget loads and carry forward activities. **NOTE:** Budgeted amounts are distributed across all fiscal periods for the year, but commitments and blocks are not. When a single period is selected, you will see a budgeted amount for the period (one-twelfth of the total) and the current period commitments. Blocked amounts are not distributed. This could result in a negative available budget calculation in the report. This does not mean you have exceeded your budget. Rerun the report for periods 0 to 13 for validation.
7. Classic drilldown report selection enables you to export the report to an Excel spreadsheet. You may also select the graphical report option for a different view.
8. Once you make all of your desired selections, execute the report.

The screenshot shows the 'Selection: Available Budget' window with the following fields and callouts:

- Classification**
 - Standard selections**
 - Fund**: HSC6101 (Callout 1)
 - Key date**: 01/23/2006
 - Funds center**: 272 (Callout 2)
 - Year commitment item**: 2006 (Callout 3)
 - Variant**: 000
 - Commitment item**: 502:00:02 (Callout 4)
 - Report selections**
 - Agency from/CustFund**: 998061000 (Callout 5)
 - Fiscal year**: 2006
 - Period from**: 0 (Callout 6)
 - Period to**: 13 (Callout 6)
 - Output type**
 - ☐ Graphical report-output
 - ☒ Classic drilldown report (Callout 7)
- Callout 8** points to the 'Standard selections' tab.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

1. Click the plus signs or the “Expand” icon to expand the report.
2. Budgets, commitments and expenditures and available budget are displayed.
3. If the entire report is not displayed, click the right arrow to view the next page.

Execute Available Budget: Overview

Available Budget Current data (01/23/2006 11:45:37)

Customer for fund 998061000 AR Dept of Finance & Navigation

Navigation
Functional Area
Period
Cost Center

FM acct asst Displayed in	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	332,525.04	0.00
ARK /HSC6101 /272 /EXPENDITURES	0.00	332,525.04	0.00
Total	955,555.00	332,525.04	0.00

Execute Available Budget: Overview

Available Budget Current data (01/23/2006 11:45:37)

Customer for fund 998061000 AR Dept of Finance & Navigation

Navigation
Functional Area
Period
Cost Center

FM acct asst Displayed in	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	332,525.04	0.00
ARK /HSC6101 /272 /EXPENDITURES	0.00	332,525.04	0.00
ARK /HSC6101 /272 /MAINT-OPERATIONS	0.00	332,525.04	0.00
ARK /HSC6101 /272 /502:00:02	955,555.00	332,525.04	0.00
Total	955,555.00	332,525.04	0.00



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Actual Budget Report Drill Down

To drill down to line items in the budget report, select the amount for which you want to view detail. Select Extras>Line Items from the blue menu bar. The line items making up the amount will be displayed.

Report Edit Goto Navigate Extras Settings System Help

Execute Available Budget

Customer for fund 998061000

Navigation

Functional Area

Period

Cost Center

FM acct asst

Displayed in

Report parameters Ctrl+Shift+F11

Attributes F7

Transfer log

Line items

Comment

Document

Key figure information

Create Exception...

Change Exceptions...

Display exceptions...

Delete Exceptions...

Additional Functions

Current data (01/24/2006 08:51:32)

	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD
ARK /HSC6101 /0610 /EXPENDITURES	0.00	332,525.04	0.00
ARK /HSC6101 /272 /EXPENDITURES	0.00	332,525.04	0.00
ARK /HSC6101 /272 /MAINT-OPERATIONS	0.00	332,525.04	0.00
Total	955,555.00	332,525.04	0.00

What Does The “Line Items By Document Number” Screen Show You?

Looking at the “Value Type Text” field will show you what type of documents are consuming budget. You can view the original amount of the document and any reduction that has taken place. If the original amount and the reduction amount match, there is not an open commitment. When you see that the reduction amount is less than the original amount further research should take place. The difference between the reduction and the original amount is the amount still committing budget.

Commitment/Actual Line Items by Document Number

02/16/2006 08:14:52

RefDocNo	RfItem	FM pstg d.	Val.type text	Amt type	Curr.	Σ Commtd bdt	Σ Pymt Bdt	Text	FMA	Fund	Funds ctr	Ci
4500000...					USD		350.00					
4500000728	10	01/23/2006	Purchase Orders	Reduction	USD		1,550.00	Alarm	ARK	HSC6101	272	50
	10	01/20/2006	Purchase Orders	Original	USD		3,150.00	Alarm	ARK	HSC6101	272	50
4500000...					USD		1,600.00					
4500000729	10	01/23/2006	Purchase Orders	Reduction	USD		250.00	Alarm	ARK	HSC6101	272	50
	10	01/20/2006	Purchase Orders	Original	USD		500.00	Alarm	ARK	HSC6101	272	50
4500000...					USD		250.00					
4500000730	10	02/06/2006	Purchase Orders	Original	USD		125.00	Anti...	ARK	HSC6101	272	50
	10	02/06/2006	Purchase Orders	Reduction	USD		125.00	Anti...	ARK	HSC6101	272	50
4500000...					USD							
4500000731	10	02/07/2006	Purchase Orders	Change	USD		200.00	CA	ARK	HSC6101	272	50



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Actual Budget Report Further Drill Down

You can drill down to the actual document by double clicking on the document number you wish to view. This screen shows you the Purchase Order history. The original PO was created for 10 ea. at \$50.00 for a total of \$500.00. A Goods Receipt was created for 5 ea. and a Logistics Invoice was created for 5 ea. at \$50.00 for a total of \$250.00; this PO is still open and committing budget for the remaining quantity of 5 ea. for a total value of \$250.00.

If your agency does not plan to receive and pay for the rest, close the PO to relieve the remainder of the committed budget. This process will be explained in subsequent chapters.

Standard PO 450000729 Created by Patricia N. Orr

Document overview on Print preview Messages Personal setting

Standard PO 450000729 Vendor 10000275 Gumshoes, Inc. Doc. date 01/20/2006

Header

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr.
	10	K		10100075	Alarm	10	EA	D	03/03/2006	50.00	USD

Item 10 | 10100075, Alarm

Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history

Text	Mvt	Material Do...	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amt.in loc.cur.	L.cur
GR	101	5000000715	1	01/20/2006		5	0	EA		250.00	USD
Tr./ev. Goods receipt						5		EA		250.00	USD
IR-L		175	1	01/23/2006		5	0	EA		250.00	USD
Tr./ev. Invoice receipt						5		EA		250.00	USD



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Budget Report Tip: You can collapse the report to only see the document number and the amount of committed budget for that document. You can then import into a spreadsheet or notepad.

Collapsing the Y_DEV_80000046 Report

1. Highlight the Reference Document Number column.
2. Click on the “Subtotals” icon.

Commitment/Actual Line Items by Document Number

03/15/2006 13:40:35

RefDocNo	Item	FM pstg d.	Val.type text	Amt type	Curr.	Σ Commt bdgt	Σ Pymt Bdgt	Text	FMA	Fund	Funds
3200000000	1	02/14/2006	Funds Reservation	Original	USD		10.00		ARK	HSC6101	272
				Reduction	USD		10.00-		ARK	HSC6101	272
51000081	2	01/23/2006	Invoices	Original	USD		396.00		ARK	HSC6101	272
51000082				Original	USD		115.00		ARK	HSC6101	272
51000083				Original	USD		230.00		ARK	HSC6101	272
51000084				Original	USD		20.00		ARK	HSC6101	272

3. Scroll to the bottom of the screen.
4. Collapse the report by clicking on the symbol at the far left of the screen.

10	02/21/2006	Purchase Orders	Original	USD		300.00	aqu...	ARK	HSC6101	272	50
				USD		300.00					
4500000824	10	03/06/2006	Purchase Orders	Adjustm...	USD	150.00	aqu...	ARK	HSC6101	272	50
	10	03/06/2006	Purchase Orders	Adjustm...	USD	150.00-	aqu...	ARK	HSC6101	272	50
	10	02/22/2006	Purchase Orders	Reduction	USD	150.00	aqu...	ARK	HSC6101	272	50
	10	02/22/2006	Purchase Orders	Reduction	USD	150.00-	aqu...	ARK	HSC6101	272	50
	10	02/21/2006	Purchase Orders	Original	USD	300.00	aqu...	ARK	HSC6101	272	50
				USD		300.00					
4500000825	10	03/06/2006	Purchase Orders	Original	USD	950.00	Stor...	ARK	HSC6101	272	50
				USD		950.00					
				USD		244,2...					

3

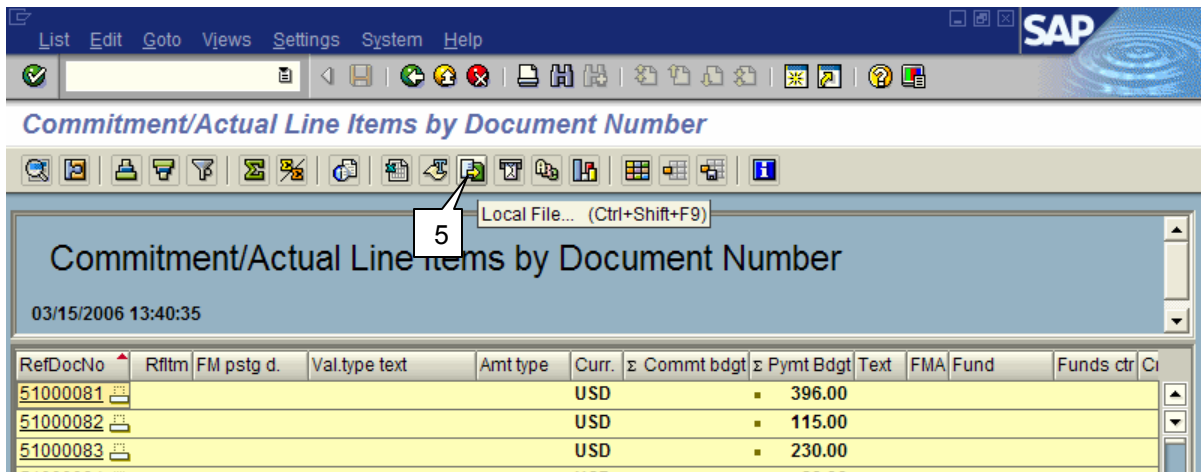
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ETR (1) (510) sapeqs INS

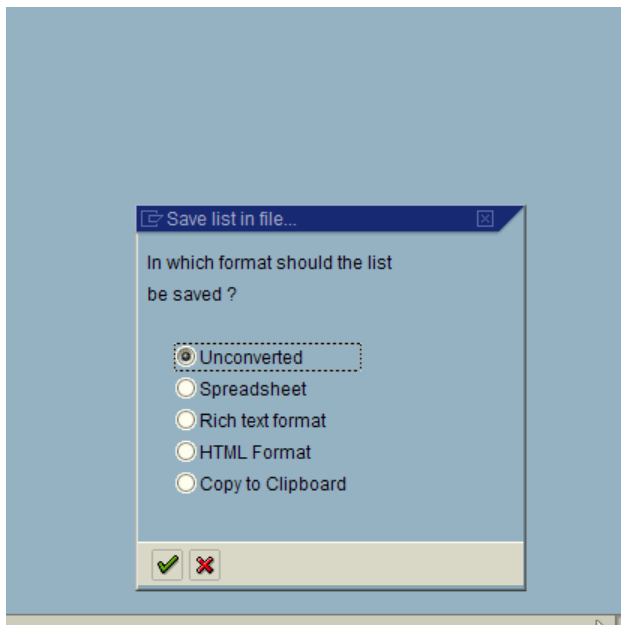


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

5. Click on the “Local File” icon.



You will receive the below pop-up box. Choose the format you wish to save your report to. Click the “Green check” to continue. Name your file and choose where you want it saved on your computer.



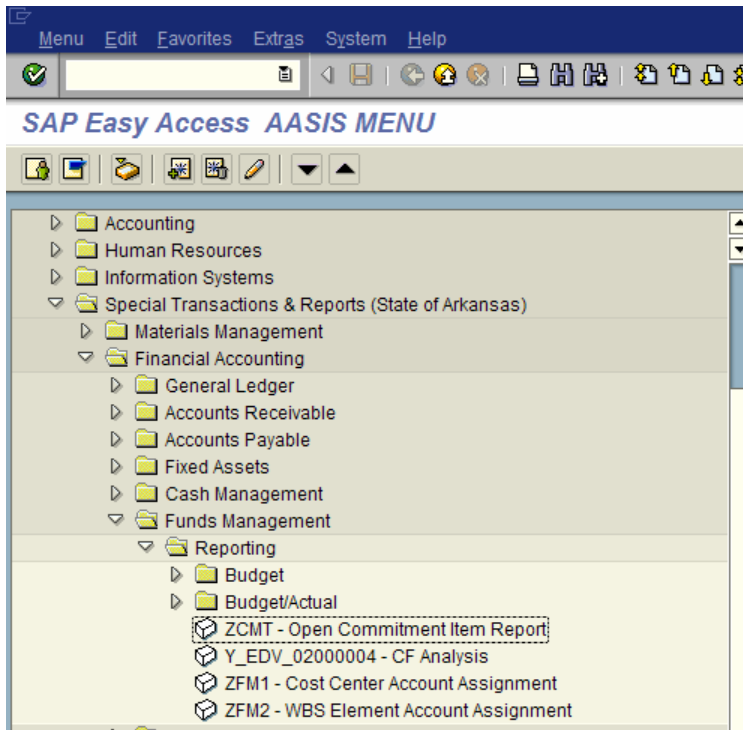


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Open Commitment Items – Transaction ZCMT

Menu Path: Special Transactions & Reports (State of Arkansas)>Financial Accounting>Funds Management>Reporting>Open Commitment Item Report

You can use this report to view commitment line items for the budget.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Enter the Fiscal Year
2. Enter the Fund
3. Enter the Cost Center

Make any other desired selections to narrow down the report.

4. Execute the report.

The screenshot shows the 'Open Commitment Item Report' window. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The window title is 'Open Commitment Item Report'. Below the title bar, there is a 'Document selection' section with two checked options: 'MM related documents' and 'FI invoices'. Below this, there is a list of fields for selection. The fields are: Fiscal Year, Fund, Funds Center, Commitment item, Functional Area, Requisition, Purchase Order, Invoice, Completion indicator, Deletion Indicator, Fiscal year change status, Period, FM posting date, and Cost Center. Each field has a text input area and a 'to' field. Callout 1 points to the 'Fiscal Year' field, which contains '2006'. Callout 2 points to the 'Fund' field, which contains 'hsc6101'. Callout 3 points to the 'Cost Center' field, which contains '383201'. Callout 4 points to the 'Execute' button (a green square with a white 'X') in the top left corner of the window.

Field	Value	to
Fiscal Year	2006	
Fund	hsc6101	
Funds Center		
Commitment item		
Functional Area		
Requisition		
Purchase Order		
Invoice		
Completion indicator		
Deletion Indicator		
Fiscal year change status		
Period		
FM posting date		
Cost Center	383201	



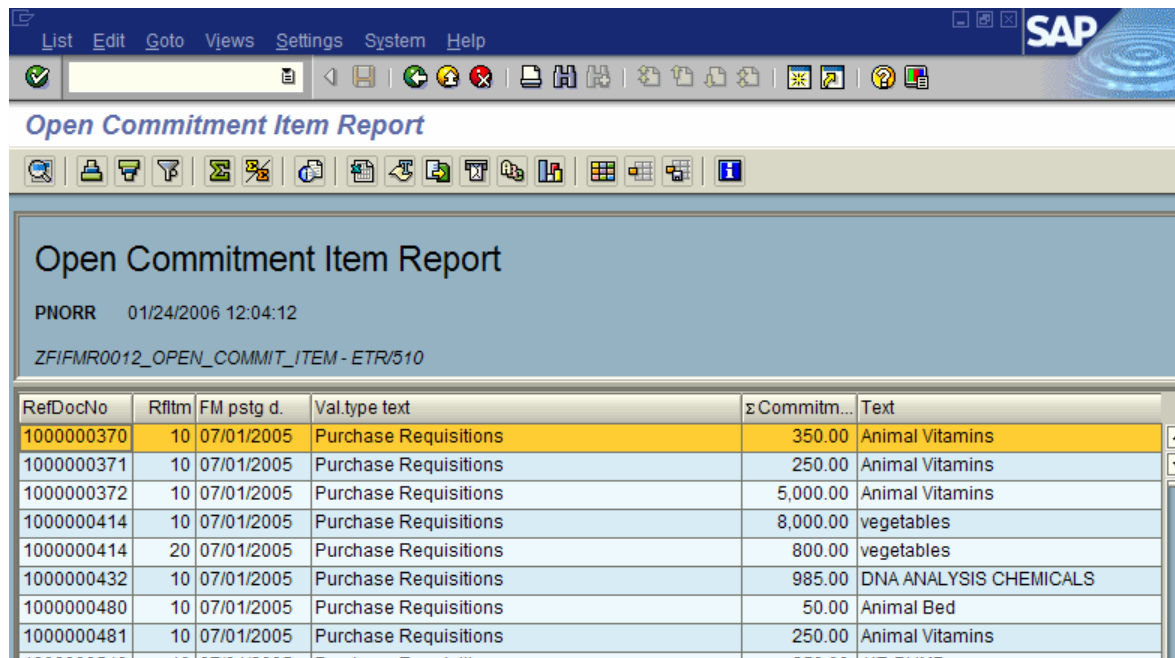
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

The report displays open commitment line items with cost object information. The total amount of outstanding commitments is equal to the commitment column on the Budget Report (Y_DEV_80000046). NOTE: You cannot drill down into the document from this report.

Commitment Balances

The balances of outstanding commitments by fund/funds center/commitment item for MM related documents and FI invoices are equal to the commitment balance on the Y_DEV_80000046 report.



The screenshot shows the SAP 'Open Commitment Item Report' interface. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. The report title 'Open Commitment Item Report' is displayed in a blue header. Below the title, the user 'PNORR' and the date/time '01/24/2006 12:04:12' are shown. The report ID 'ZFIFMR0012_OPEN_COMMIT_ITEM - ETR/510' is also visible. The main table lists commitment items with columns: RefDocNo, RfItem, FM pstg d., Val.type text, Σ Commitm..., and Text. The table contains several rows of data, including purchase requisitions for Animal Vitamins, vegetables, and DNA ANALYSIS CHEMICALS.

RefDocNo	RfItem	FM pstg d.	Val.type text	Σ Commitm...	Text
1000000370	10	07/01/2005	Purchase Requisitions	350.00	Animal Vitamins
1000000371	10	07/01/2005	Purchase Requisitions	250.00	Animal Vitamins
1000000372	10	07/01/2005	Purchase Requisitions	5,000.00	Animal Vitamins
1000000414	10	07/01/2005	Purchase Requisitions	8,000.00	vegetables
1000000414	20	07/01/2005	Purchase Requisitions	800.00	vegetables
1000000432	10	07/01/2005	Purchase Requisitions	985.00	DNA ANALYSIS CHEMICALS
1000000480	10	07/01/2005	Purchase Requisitions	50.00	Animal Bed
1000000481	10	07/01/2005	Purchase Requisitions	250.00	Animal Vitamins

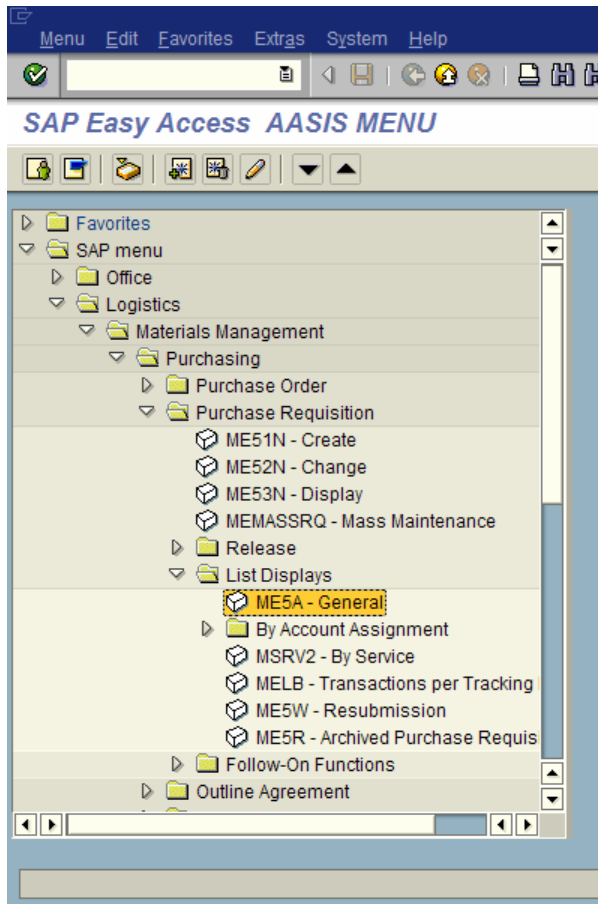


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

List Display Of Purchase Requisitions – Transaction ME5A

Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>List Displays>General.

The “List Display of Purchase Requisitions” Report will display a list of all open requisitions. Account assignment information is not available on the report; however, this can be viewed by the drill down option.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Narrow your search. In this example we are pulling up all open requisitions created by a particular buyer (purchasing group).
2. What you choose to enter in the “Scope of List” field will determine how you will view the report. The most common views are “A” (3 – line + n special and “ALV” (ALV grid control). Both views will be demonstrated.

Once you finish limiting your search, scroll down to the bottom of the screen for additional selection criteria.

Program Edit Goto System Help

List Display of Purchase Requisitions

Purchase requisition to

Purchasing group C00 1

Material

Material group

Requirement tracking number

Scope of list A 2

Plant

Document type

Item category

Account assignment category

Delivery date

Release date

Materials planner/controller

Processing status

Fixed vendor

PReq. processing state

Blocking indicator

Requisitioner

Short text

Sort indicator 1

Scope of list: Purchase req. [x]

Restrictions

List sco...	Description
A	3-line + n special
ALV	ALV grid control
B	2-line + n special
B1	2-line + 2 MRP list
B2	2-line + 2 stock/rq.
B3	2-line + 2 purch.dt.
C	1-line
C1	1-line + stock/rqts.

14 Entries Found



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report (Continued)

3. Continue to narrow your search as needed. In this example, the cost center was entered.

Short text

Sort indicator 1

☒ Assigned purchase requisitions

☐ Closed requisitions

☒ "Partly ordered" requisitions

☐ Released requisitions only

☒ Requisns. for overall release

☒ Requisns. f. item-wise release

Cost center 383201 3

WBS element to

4. Click the dynamic selections icon to narrow the report by purchasing organization (Business Area).

Program Edit Goto System Help

List Display of Purchase Requisitions

4

Purchase requisition

Purchasing group c00

Material

Material group

5. Click the arrow next to the Purchase Requisition folder to open.

Program Edit Goto System Help

List Display of Purchase Requisitions

5

Purchase Requisition

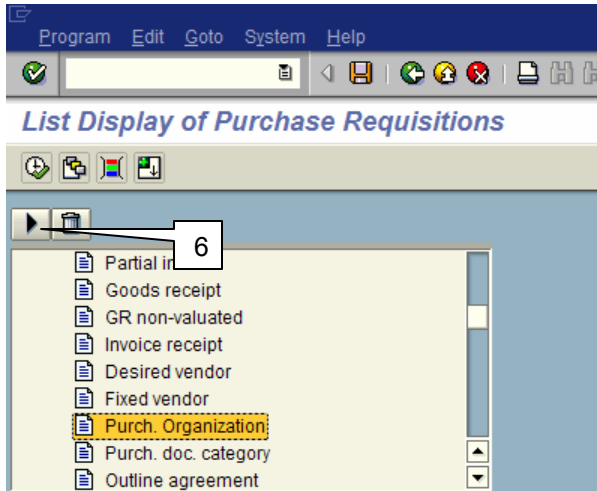
Purchase Requisition Account Assignment



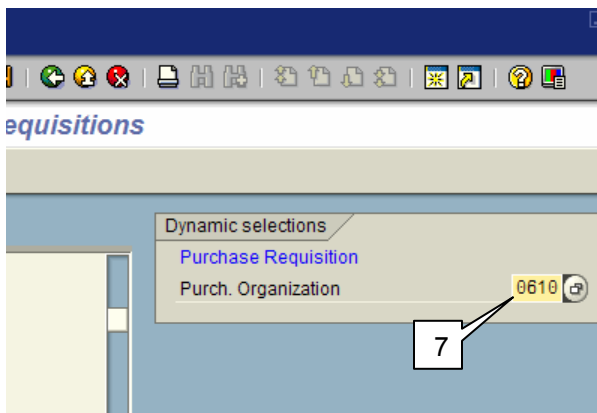
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report (Continued)

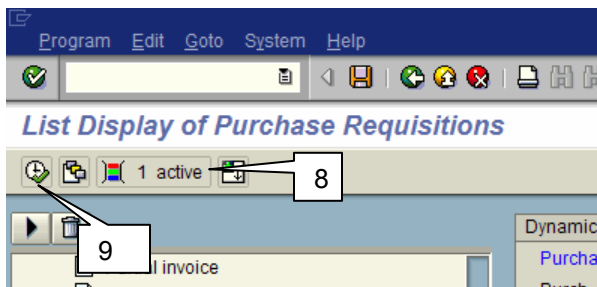
6. Scroll down to “Purch. Organization”. Click on it to highlight and click the black arrow. NOTE: You can use any selection on the list to narrow your search.



7. The “Purchase Organization” field appears on the right side of your screen. Type in the purchase organization and click enter.



8. The dynamic selection button now shows 1 active.
9. Click the execute icon to continue.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

“List Display Of Purchase Requisitions” Drill Down (Continued)

The “Status” tab shows the PO that was created and released, and the quantity ordered. You can also view the quantity ordered. You can drill down further to the PO document by double clicking on the PO number.

The screenshot shows the SAP interface for displaying a purchase requisition. The title bar indicates 'Purchase requisition 1000000693'. The main window is titled 'Display Purch. requisition 1000000693'. Below the title bar, there is a 'Document overview on' section with a 'Release indicator' set to 'RFQ/purchase order'. A toolbar with various icons is visible. The main data area shows a table with columns: St..., Item, A, I, Material, Short text, Quantity, Unit, C, Delivery date, Matl group, and Plan. The first row of data is: 10, K, 10100116, Batteries for Phasers, 100, CS, D, 03/02/2006, BATTERIE..., and Ref. Below this table, there is a section for 'Item' with a search bar containing '[10] 10100116, Batteries for Phasers'. The 'Status' tab is selected, showing details for the item. The 'Processing stat' is 'PO created', 'Ordered' is 50, and 'Unit' is CS. The 'Block' status is 'Not blocked'. At the bottom, there is a table with columns: Doc.cat.LT, Purch.Doc., Item, Short text, Quantity, and OUn. The first row of data is: Purchase ..., 4500000..., 10, Sched.line, 50, and CS.

St...	Item	A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plan
	10	K		10100116	Batteries for Phasers	100	CS	D	03/02/2006	BATTERIE...	Ref

Doc.cat.LT	Purch.Doc.	Item	Short text	Quantity	OUn
Purchase ...	4500000...	10	Sched.line	50	CS



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

This is transaction “ME5A” in ALV grid control view. You can still drill down to the documents. This screen makes it easier to import into an Excel spreadsheet.

SAP

List Edit Goto Views Environment Settings System Help

List Display of Purchase Requisitions

Item	S	Delet.	Ind.	I	A	Material	Short text	Quantity	Unit	C	Deliv. date	Matl group	Plant	SL
Purchase requisition 1000000691														
10	N				K	10100269	BALANCE BALL	48	EA	D	03/02/2006	80500	9999	
Purchase requisition 1000000692														
10	N				K	10100269	BALANCE BALL	48	EA	D	03/02/2006	80500	9999	
Purchase requisition 1000000693														
10	B				K	10100116	Batteries for Phasers	100	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000694														
10	B				K	10100264	BUNGEE WORKOUT SYSTEM	75	EA	D	02/02/2006	80500	9999	
Purchase requisition 1000000695														
10	B				K	10100077	Antique	50	EA	D	03/02/2006	42501	9999	
Purchase requisition 1000000696														
10	B				K	10100068	aquariums	25	EA	D	03/02/2006	04000	9999	
Purchase requisition 1000000697														
10	B				K	10100116	Batteries for Phasers	10	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000698														
10	B				K	10100116	Batteries for Phasers	90	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000699														
10	B				K	10100116	Batteries for Phasers	80	CS	D	03/02/2006	45006	9999	
Purchase requisition 1000000700														
10	B				K	10100264	BUNGEE WORKOUT SYSTEM	70	EA	D	02/02/2006	80500	9999	

ETR (1) (510) sapeqs INS

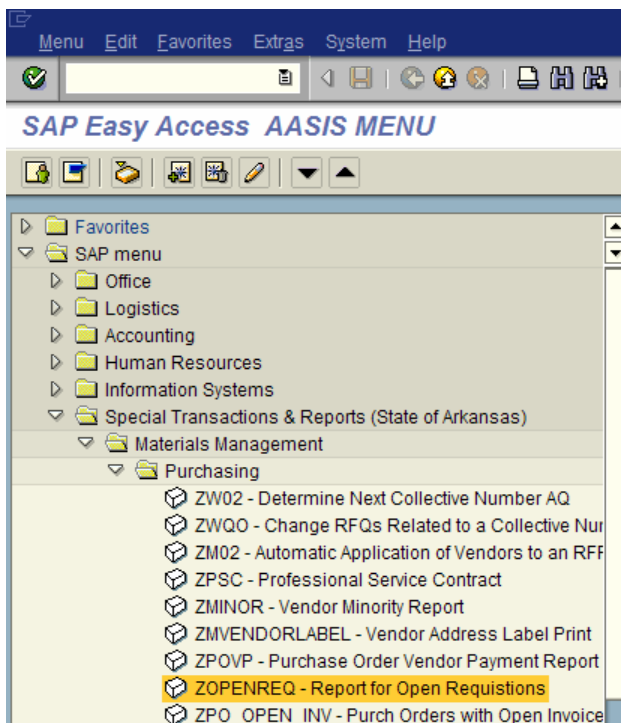


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Report For Open Purchase Requisitions – Transaction ZOPENREQ

Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>ZOPENREQ.

This custom report provides users with account assignment information not displayed in ME5A. Displayed in the report are the Fund, Funds Center and Commitment Item; however, it does not have drill down capability.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Narrow your search. In this example, enter the purchasing group number.
2. Leave the "Open only" box checked. Scroll down to continue.

Program Edit Goto System Help

OPEN REQUISITIONS

Purchase requisition to
Purchasing group C00 to
Material to
Material group to
Requirement tracking number to

General selections
Max. no. of hits 10
☒ Open only
☐ Released only
☐ Assigned, open, and released
☐ Released only
☐ Assigned, open, and released

3. Take the "X"s out of the "Purchase requisition closed" field and the "Deletion Indicator" field. The report will not include purchase requisitions that have been closed or deleted.
4. Take the "N" out of the "Processing status of purchase" field.
5. Enter your Business Area, in the "Purchasing organization" field.
6. Click "Execute" to continue.

Program Edit Goto System Help

OPEN REQUISITIONS

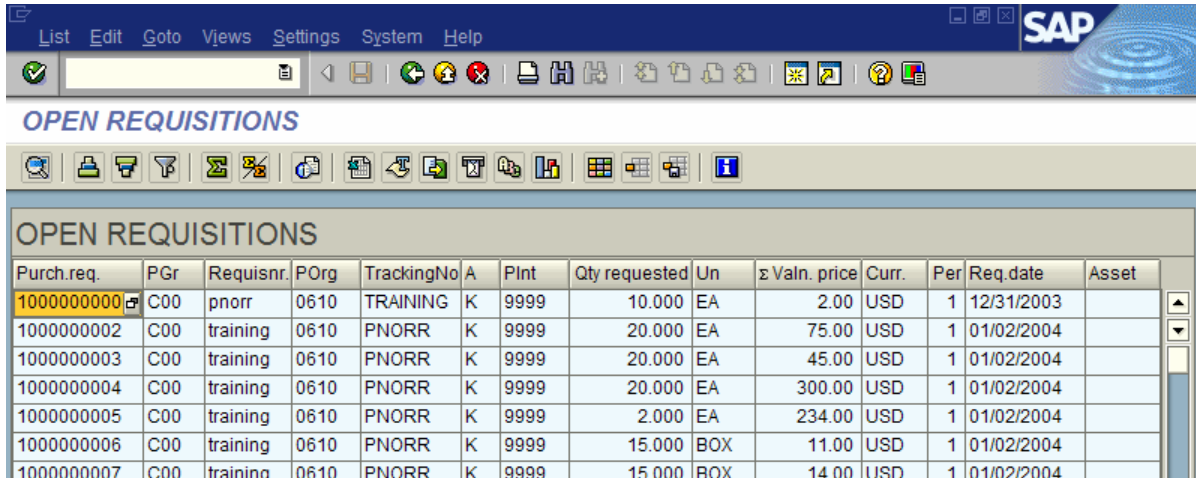
Program selections
Name of requisitioner/reques to
Requisition (request) date to
Item number of purchase requ to
Purchase requisition documen to
Purchase requisition closed X to
Purchasing organization 0610 to
Account assignment category to
Deletion indicator in purcha X to
Processing status of purchas N to
Plant 9999 to
Main asset number to
Asset sub-number to
Order number to



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

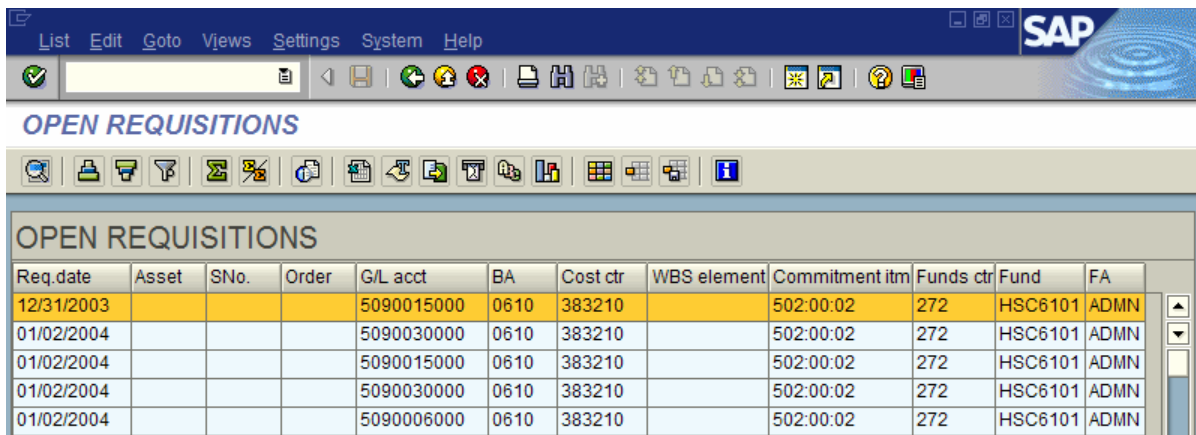
This report does not have drill-down capability. You can view the purchase requisition number, purchasing group, requisitioner, purchasing organization, tracking no., account assignment, plant, quantity requested, unit of measure, valuation price, currency, "per each" column and the requisition date. Scroll to the right to view the rest of the report.



The screenshot shows the SAP 'OPEN REQUISITIONS' report. The table lists requisitions with columns for purchase requisition number, purchasing group, requisitioner, purchasing organization, tracking number, account assignment, plant, quantity requested, unit of measure, valuation price, currency, and requisition date. The first row is highlighted in yellow.

Purch.req.	PGr	Requisnr.	POrg	TrackingNo	A	Plnt	Qty requested	Un	z Valn. price	Curr.	Per	Req.date	Asset
1000000000	C00	pnorr	0610	TRAINING	K	9999	10.000	EA	2.00	USD	1	12/31/2003	
1000000002	C00	training	0610	PNORR	K	9999	20.000	EA	75.00	USD	1	01/02/2004	
1000000003	C00	training	0610	PNORR	K	9999	20.000	EA	45.00	USD	1	01/02/2004	
1000000004	C00	training	0610	PNORR	K	9999	20.000	EA	300.00	USD	1	01/02/2004	
1000000005	C00	training	0610	PNORR	K	9999	2.000	EA	234.00	USD	1	01/02/2004	
1000000006	C00	training	0610	PNORR	K	9999	15.000	BOX	11.00	USD	1	01/02/2004	
1000000007	C00	training	0610	PNORR	K	9999	15.000	BOX	14.00	USD	1	01/02/2004	

When you scroll over you can view your account assignment information. You can view if there is an asset, asset sub-number or internal order number associated with a particular purchase requisition. You can view the g/l account, business area, cost center, WBS element (if on the requisition) and the budget quad, which consists of commitment item, fund, funds center and functional area.



The screenshot shows the SAP 'OPEN REQUISITIONS' report with account assignment information. The table lists requisitions with columns for requisition date, asset, SNo., Order, G/L acct, BA, Cost ctr, WBS element, Commitment itm, Funds ctr, Fund, and FA. The first row is highlighted in yellow.

Req.date	Asset	SNo.	Order	G/L acct	BA	Cost ctr	WBS element	Commitment itm	Funds ctr	Fund	FA
12/31/2003				5090015000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090030000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090015000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090030000	0610	383210		502:00:02	272	HSC6101	ADMN
01/02/2004				5090006000	0610	383210		502:00:02	272	HSC6101	ADMN

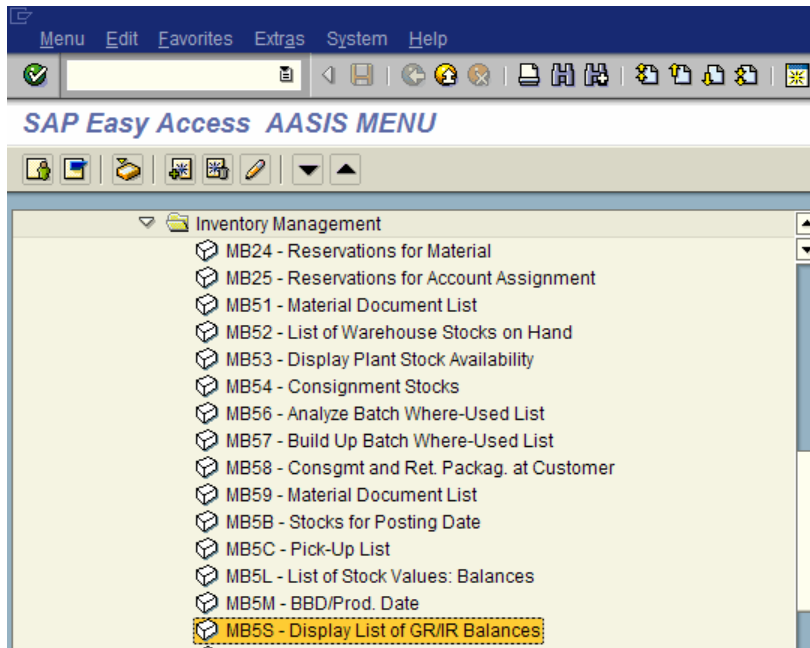


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Display List Of GR/IR Balances – Transaction MB5S

Menu Path: Information Systems>General Report Selection>Materials Management>Inventory Management>Display List of GR/IR Balances

This report will let you view a list of your Goods Receipt/Invoice Receipt (GR/IR) balances.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Enter the purchase organization number.
2. Enter the purchasing group number.
3. The output can be restricted to documents created in a specific fiscal year by entering the first PO created in that fiscal year. Double click in the "Purchasing Document" field and select the symbol "Greater than or equal to".
4. Remove the checkmark from the "Final delivery items also" box.
5. Click the "execute" icon to continue.

NOTE: You can run the report ME2N to locate the first PO number created in the fiscal year for your business area. Run it by PO document date.

Program Edit Goto System Help

List of GR/IR Balances

Database selections

Vendor		to	
Purch. Organization	0610	to	
Purchasing group	C00	to	
Material		to	
Purchasing Document	≥ 4500000695	to	
Item		to	

☐ Final delivery items also

Display options

Layout

☐ Cleared items too



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

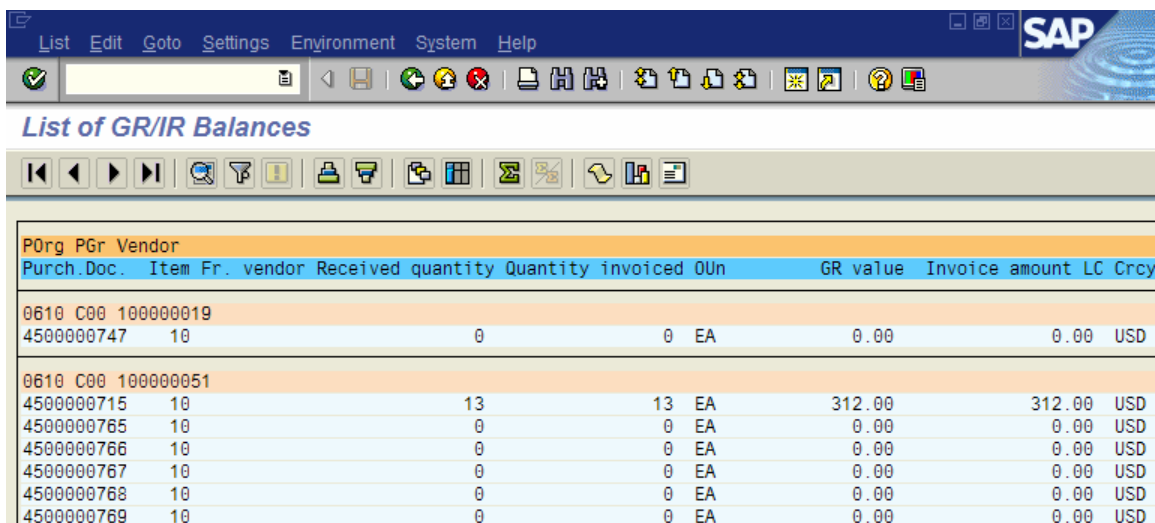
Viewing The Report

The list shows purchase orders where Goods Receipt (GR) quantities and Invoice Receipt (IR) quantities do not balance.

You can view the Purchasing Organization, Purchasing Group, Vendor, Purchasing Document Number, Item Number, Received Quantity, Quantity Invoiced (the IR quantity and amount will be zero if no invoice receipt was posted for items received), Unit of Measure, GR Value, Invoice Amount, and Currency.

This information can be used to determine if errors have occurred in posting goods receipts and/or invoice receipts or to determine open purchase orders where goods receipts have been posted and agencies are still awaiting the vendor invoice.

You may double click on any PO line to drill into the PO display transaction to view purchase order history associated with that line.



The screenshot shows the SAP 'List of GR/IR Balances' report. The title bar includes 'List Edit Goto Settings Environment System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The report data is displayed in a table with the following columns: POrg, PGr, Vendor, Purch.Doc., Item Fr., vendor, Received quantity, Quantity invoiced, UoM, GR value, Invoice amount, LC, and Crncy. The data is organized into sections for different purchasing organizations (0610 C00 100000019 and 0610 C00 100000051). The first section shows a single line with zero quantities and values. The second section shows multiple lines with varying quantities and values, including one line with a received quantity of 13 and an invoice amount of 312.00 USD.

POrg	PGr	Vendor	Purch.Doc.	Item Fr.	vendor	Received quantity	Quantity invoiced	UoM	GR value	Invoice amount	LC	Crncy
0610	C00	100000019										
4500000747	10					0	0	EA	0.00	0.00		USD
0610	C00	100000051										
4500000715	10					13	13	EA	312.00	312.00		USD
4500000765	10					0	0	EA	0.00	0.00		USD
4500000766	10					0	0	EA	0.00	0.00		USD
4500000767	10					0	0	EA	0.00	0.00		USD
4500000768	10					0	0	EA	0.00	0.00		USD
4500000769	10					0	0	EA	0.00	0.00		USD

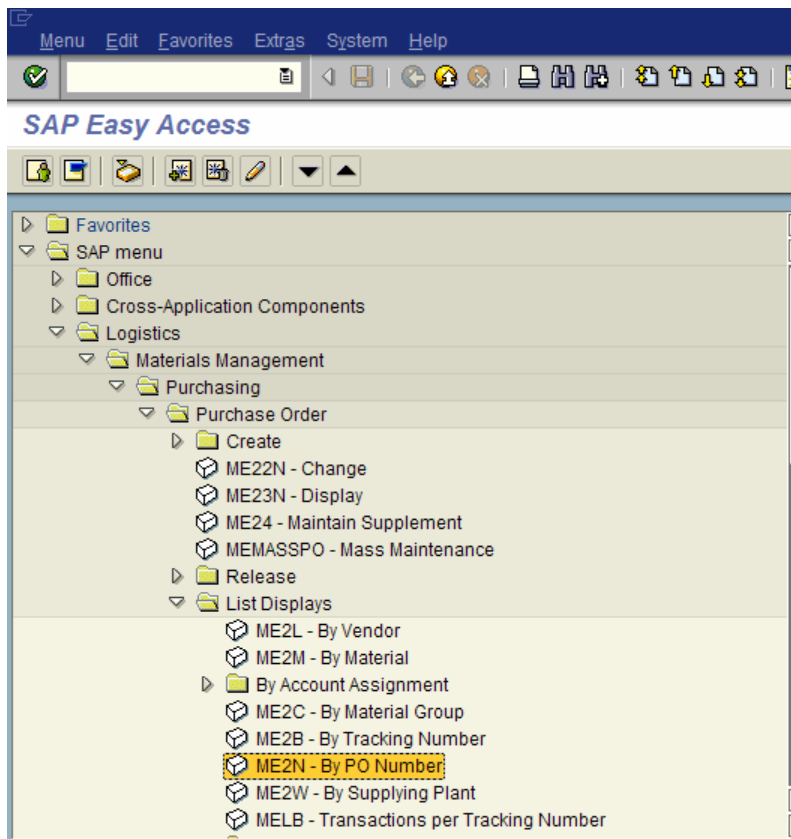


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Purchasing Documents Per Document Number – Transaction ME2N

Menu Path: Logistics>Materials Management>Purchasing>Purchase Order>List Displays>By PO Number

Run transaction ME2N to find Purchase Orders with open goods receipts as well as open invoices. This report does not contain account assignment information. Use “Dynamic Selection” and “Selection Options” to narrow the search to identify all open purchase orders. ME2N provides drill down capability.

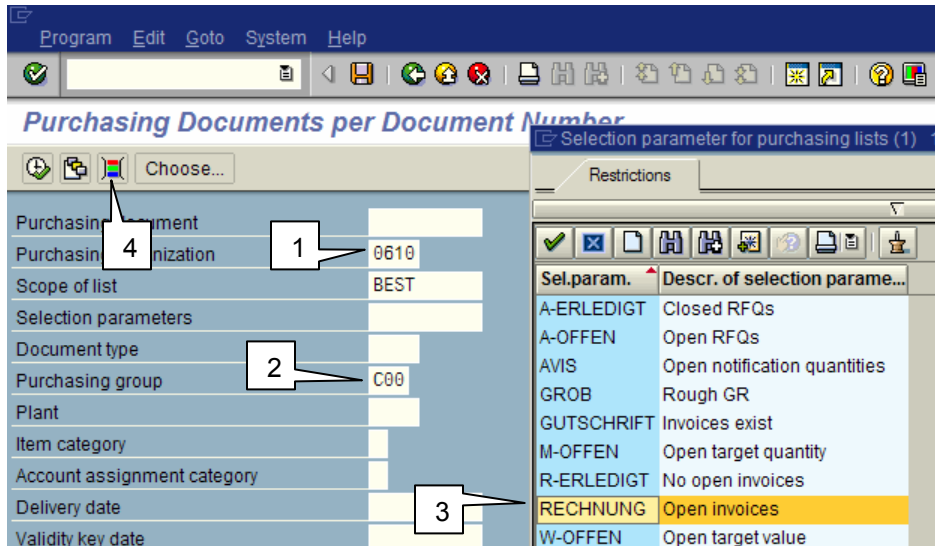




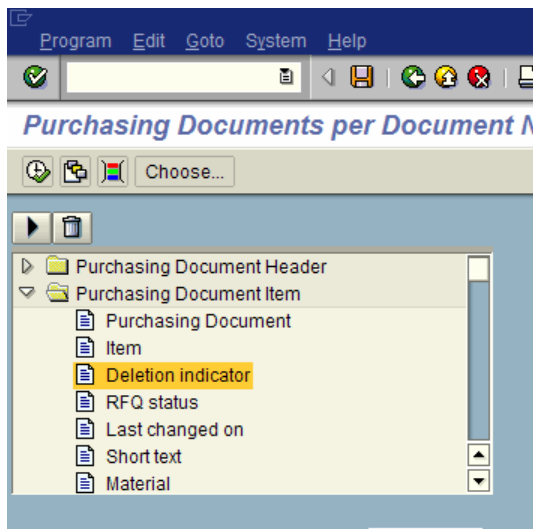
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Enter the Purchasing Organization.
2. Enter the Purchasing Group.
3. Place the cursor in the "Selection parameters" box and click the match code (drop-down button) to search. Select "RECHUNG". This will exclude all PO's which have been completely receipted and invoiced.
4. Click the Dynamic Selections Button to continue.



The report should include purchase orders in which the items have not been deleted or the final invoice and delivery complete indicators have not been set. To select these fields, open the Purchasing Document item folder. Click on "Deletion indicator". Hold down the control key and click on "Delivery completed" and "Final invoice". (You will have to scroll down to find "Final invoice" and "Delivery complete"). All of these items should be highlighted. Click on the black arrow facing to the right to continue.

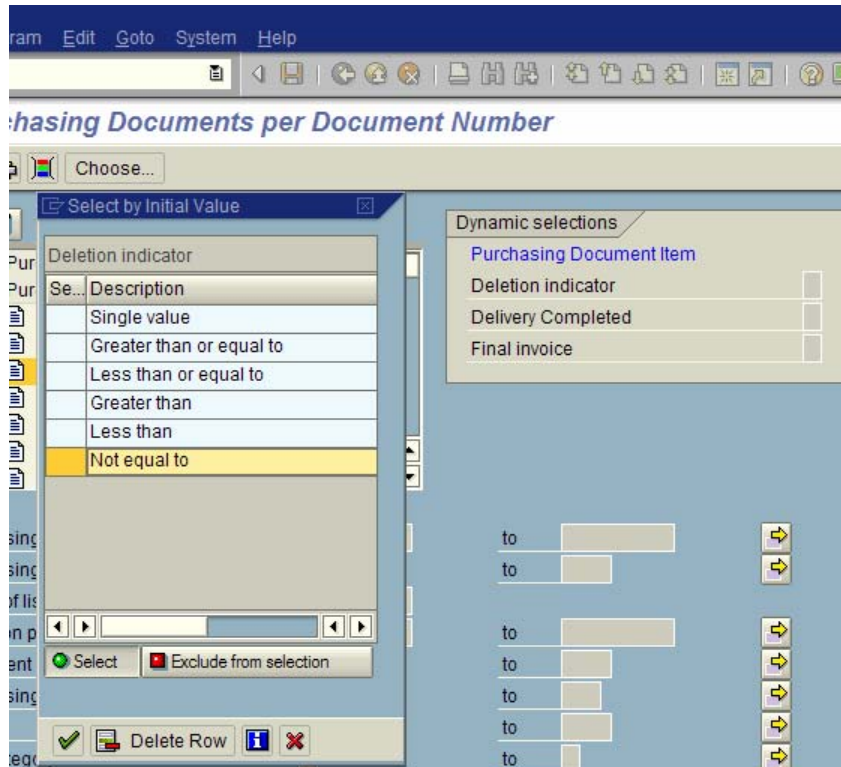




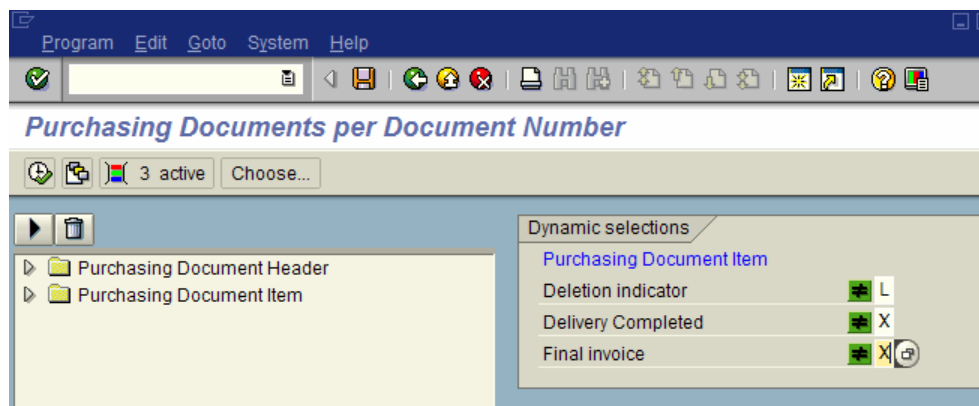
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report (Continued)

Place the cursor in the “Deletion indicator” box and double click. A pop up box will appear. Select “not equal to”, green check, and then type an “L” in the “Deletion indicator” box. This tells the system that you want to see purchase orders that have not been deleted.



Repeat the selection options/not equal to process in the “Delivery completed” and “Final invoice” boxes, except this time place an “X” in each box. This will eliminate any PO that has had “Final Invoice” and “Delivery Complete” indicators set. Execute the report to continue.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

As with ME5A you can change the way you view the report.

“BEST” will default in the “Scope of list” field. This will bring up the view that is on the previous page.

Purchasing Documents per Document Number

Parameters defining scope of purchase:

Restrictions:

List scope: **ALLES** (Everything possible)

Description of scope of list:

- ANFR: RFQs with collective no.
- ARCHIV: Archive analyses
- AVIS: POs with notified quantity
- BANF: Purchase requisitions
- BEDNR: Tracking no. as special line
- BEST**: Purchase orders
- BEST_ALV: Purchase orders with ALV grid
- DEFAULT: Default value
- EINT: Schedule lines in basic list
- ENTRY: Entry lists
- ENTRY1: Service entry 1

22 Entries Found

If you enter “BEST_ALV” in the “Scope of list” field the display will look as follows:

Purchasing Documents by Document Number

Item	Type	Cat	PGr	POH	Doc. date	Vendor/supplying plant	Material	Short text
Purchasing Document 4500000719								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000720								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000721								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000722								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000723								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000724								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000725								



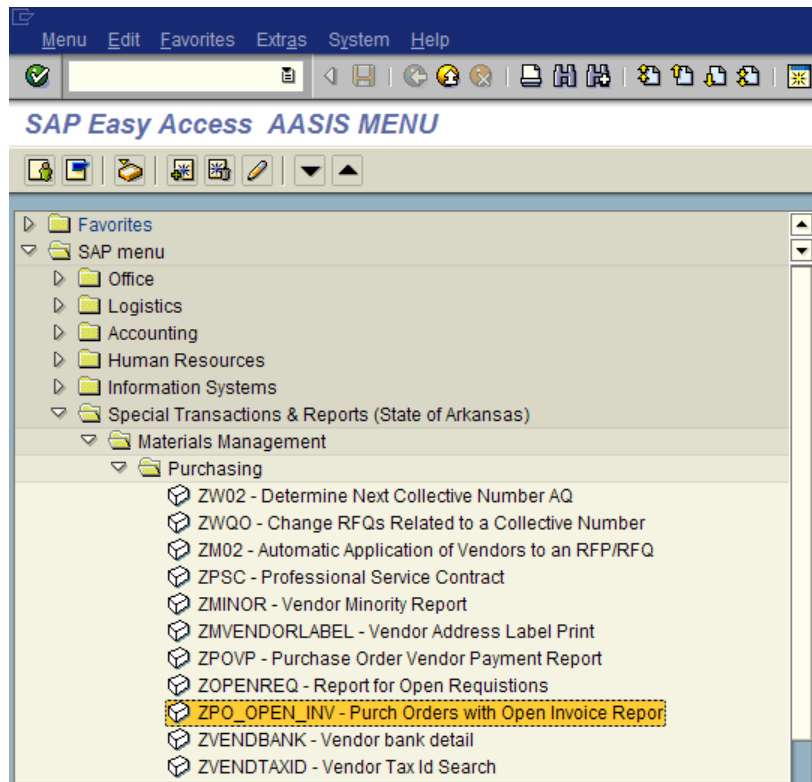
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Purchase Orders With Open Invoice Report – Transaction ZPO_OPEN_INV

Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>Purchase Orders with Open Invoice Report

This report lists purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO). Possibly there is not corresponding invoice receipt because Transaction FB60 was used by mistake. Check with your agency's Accounts Payable person.

This report looks at large amounts of data, so users should be specific in making report selections (run by cost center, if possible).





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

In this example, search criteria are purchasing organization, cost center and commitment item. Note the other options and the option of searching by range or multiple selections.

Execute to continue.

Program Edit Goto System Help

Goods Receipts that have not been invoiced.

Selection Criteria to be used for processing.

Field	Value	Operator	Value	Button
Purch. Organization	0610	to		→
Purchasing Document		to		→
Material		to		→
Cost Center	383201	to		→
Asset		to		→
Sub-number		to		→
Order		to		→
WBS Element		to		→
Fund		to		→
Funds Center		to		→
Commitment item	502:00:02			→



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

This report will display the purchase order and material document numbers, the posting date, quantity, amount, business area, cost center, internal order number (if applicable) and the functional area.

Scroll to the right to continue viewing.

Purch Doc	Item	Mat Doc	Item Nbr	Post Dt	Quantity	Doc. Amount	BA	Cost Ctr	Order	FA
4500000367	00010	5000000386	0001	10/18/2004	6.000	72.00	0610	0000383201		ADMN
4500000368		5000000385	0001	10/18/2004	8.000	320.00	0610	0000383201		ADMN
4500000369		5000000384	0001	10/18/2004	2.000	1,750.00	0610	0000383201		ADMN
4500000370		5000000383	0001	10/18/2004	3.000	435.00	0610	0000383201		ADMN
4500000371		5000000382	0001	10/18/2004	4.000	796.00	0610	0000383201		ADMN
4500000372		5000000381	0001	10/18/2004	4.000	3,940.00	0610	0000383201		ADMN
4500000373		5000000380	0001	10/18/2004	4.000	800.00	0610	0000383201		ADMN
4500000374		5000000379	0001	10/18/2004	4.000	383.96	0610	0000383201		ADMN

This report will also display the asset or sub-asset number (if applicable), fund, funds center, commitment item, WBS element (if applicable), G/L code, tracking number and requisitioner.

Remember, you cannot drill down from this report.

Purch Doc	Item	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item	WBS Element	G/L	REQ. Tracking #	Reqt
4500000367	00010			HSC6101	272	5020002	00000000	5090007000	BLOCK	adva
4500000368				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000369				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000370				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000371				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000372				HSC6101	272	5020002	00000000	5090015000	BLOCK	adva



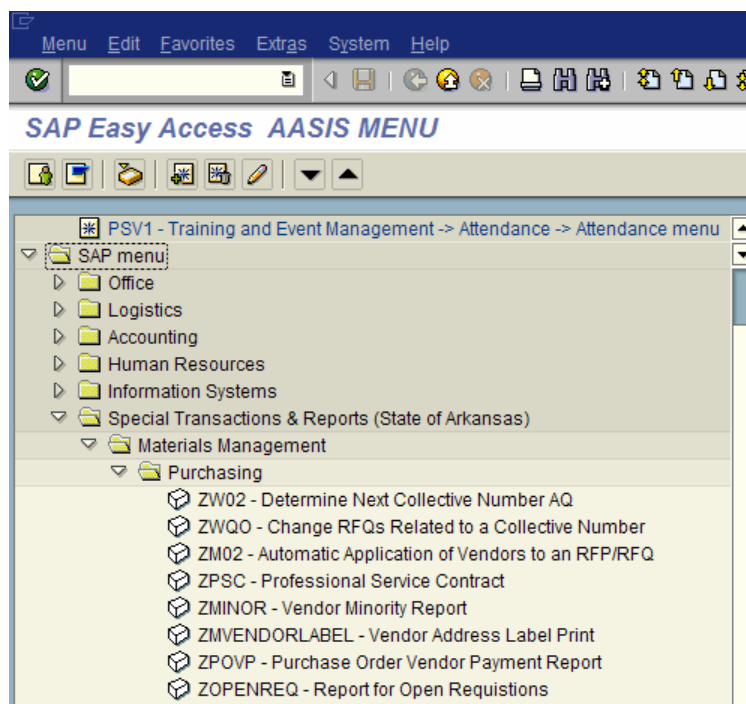
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Purchase Order Vendor Payment Report – Transaction ZPOVP

Menu Path: Special Transactions & Reports (State of Arkansas)>Materials Management>Purchasing>Purchase Order Vendor Payment Report

This report will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).

This report can be selected by purchasing organization or vendor. The report displays purchase orders and payments to vendors selected if the vendor selected has existing purchase orders. You will be able to pinpoint potential problems for further investigation.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting the Report

1. Enter your purchasing organization and business area.
2. If the Company Code did not default into the report type "ARK" in the "Company Code" field.
3. Enter the desired "Document posting date" range.

You may also run the report by "Vendor" or "Purchasing Document". To narrow the search without a specific vendor, use ranges 9990000-9999999 (AGEN) and 100000000-199999999 (VEND).

4. Click the "Execute" icon to continue.

The screenshot shows a SAP dialog box titled "Purchase Order Vendor Payment Report". The dialog has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the dialog is divided into two columns. The left column contains the following fields: "Vendor" (empty), "Purch. Organization" (0610), "Business Area" (0610), "Purchasing Document" (empty), "Company Code" (ARK), and "Document posting date" (01/01/2006). The right column contains the following fields: "to" (empty), "to" (empty), "to" (empty), "to" (empty), and "to" (03/15/2006). There are four yellow arrow icons pointing right, one next to each "to" field. The "Document posting date" field has a calendar icon next to it.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

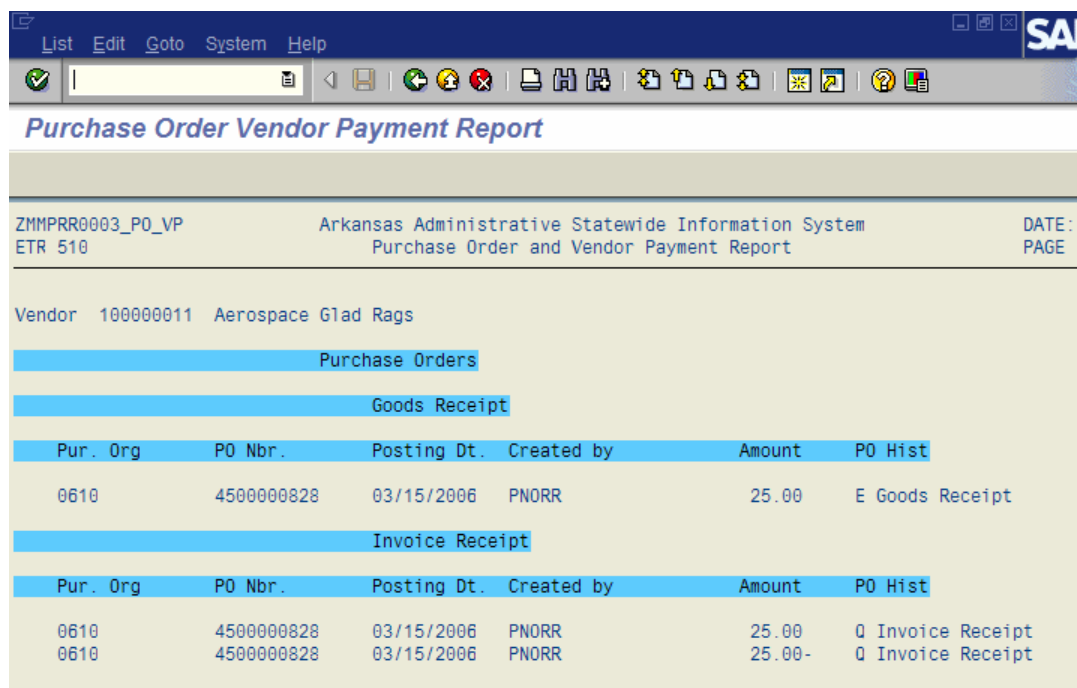
Viewing the Report

Each vendor is listed on a separate page. The vendor number and name is at the top. Purchase Orders are listed first, followed by vendor payments. The Purchase Order section has been split into two sub-sections: Goods Receipt and Invoice Receipt.

The goods receipt is done through the MIGO, and shows the Purchasing Organization, Purchase Order Number, date, and amount.

The invoice receipt is done through MIRO, and also shows the Purchasing Organization, purchase Order Number, date, and amount.

If the amounts of the goods receipt and invoice receipt are not equal, you should display the purchase order and make sure the final invoice and delivery complete boxes are checked so that the GR/IR account can be cleared and any commitments in the budget can be relieved.



The screenshot shows the SAP 'Purchase Order Vendor Payment Report' interface. At the top, the title bar includes 'List', 'Edit', 'Goto', 'System', and 'Help' menus, along with a toolbar with various icons. The main title 'Purchase Order Vendor Payment Report' is displayed in a blue header. Below this, the report details are shown: 'ZMMPRR0003_PO_VP' and 'ETR 510' on the left, 'Arkansas Administrative Statewide Information System' and 'Purchase Order and Vendor Payment Report' in the center, and 'DATE: ' and 'PAGE' on the right. The vendor information 'Vendor 100000011 Aerospace Glad Rags' is listed. The report is organized into sections: 'Purchase Orders', 'Goods Receipt', and 'Invoice Receipt'. Each section contains a table with columns: 'Pur. Org', 'PO Nbr.', 'Posting Dt.', 'Created by', 'Amount', and 'PO Hist'.

Purchase Orders					
Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO Hist
0610	4500000828	03/15/2006	PN0RR	25.00	E Goods Receipt

Invoice Receipt					
Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO Hist
0610	4500000828	03/15/2006	PN0RR	25.00	Q Invoice Receipt
0610	4500000828	03/15/2006	PN0RR	25.00-	Q Invoice Receipt

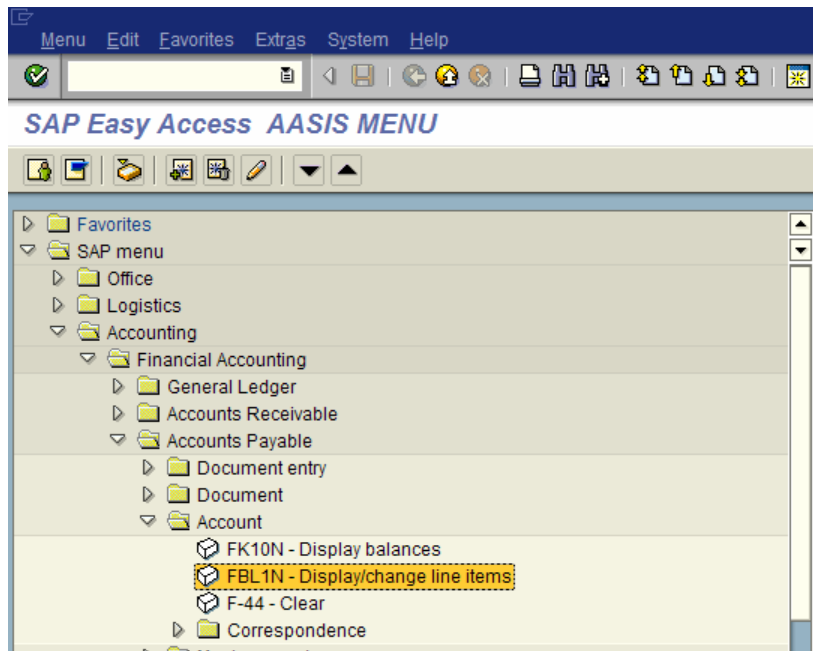


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Vendor Line Item Display Report – Transaction FBL1N

Accounting>Financial Accounting>Accounts Payable>Account>Display/change line item.

If you suspect that an invoice has been paid in error, FBL1N can be used to display all transactions to a particular vendor. Selection for an agency without limiting the vendor selection causes the report to run very slowly. Vendor selection is recommended.





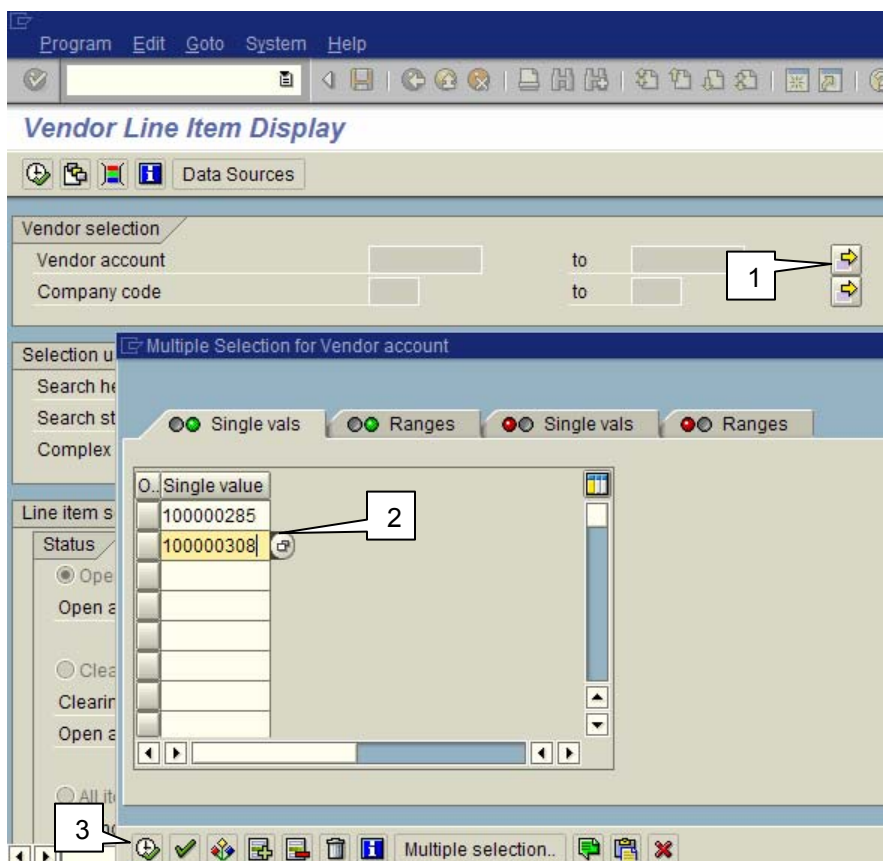
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

Select the vendor/s that you wish to view.

1. In this example, the multiple selection feature was used to pull in more than one vendor.
2. Type in the vendors that you wish to display.
3. Click the “Execute” icon.

Scroll down to continue the selection process.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report (Continued)

4. In the “Line item selection” area, the report can be run to display just Open items, just Cleared items or All items. You must select “cleared” and “all” items by date.
5. Choose Normal items and Parked items.
6. Click the “dynamic selection” icon to specify your business area.

Vendor Line Item Display

Line item selection

State

☐ Open items
Open at key date

☐ Cleared items
Clearing date to
Open at key date

☒ All items
Posting date 01/01/2006 to 03/10/2006

Type

☒ Normal items
☐ Special G/L transactions
☐ Noted items
☒ Parked items
☐ Customer items

7. Enter your business area and make any other desired selections. Press the enter key on your keyboard.
8. The report now shows one dynamic selection active.
9. Execute to continue.

Vendor Line Item Display

1 active

Assignment

Document Number

Posting Date

Document Date

Currency

Document type

Business Area 0610

Payment method



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

A document type of “KR” indicates that the invoice was created from FB60. Document type “RE” indicates that the invoice was created from MIRO. You can locate errors where document type “KR” (FB60) was used to pay for goods/services that were purchased on a purchase order. For example, while investigating, you notice that a vendor invoice for \$78,000.00 was paid with Document type “KR” (FB60). As the Procurement Specialist, you know that invoice should have been paid for by the transaction (MIRO) because the purchase was done through the procurement process.

This report also has drill-down capability.

Status: ☒ open ☐ Parked ☒ Cleared

Vendor 100000285
Company Code ARK
Name Clouseau Disguise Co.
City ORLANDO

St	Type	Doc..Date	Net due dt	Clearing	Amount in local cur.	LCurr	DocumentNo
<input checked="" type="checkbox"/>	RE	01/23/2006	02/07/2006		44.00-	USD	51000100
* Account 100000285					462.00-	USD	

Vendor 100000308
Company Code ARK
Name Kim Hankypanky Construction Co.
City CABOT

St	Type	Doc..Date	Net due dt	Clearing	Amount in local cur.	LCurr	DocumentNo
<input type="checkbox"/>	KR	08/23/2005	09/07/2005		78,000.00-	USD	1000000024
* Account 100000308					78,000.00-	USD	



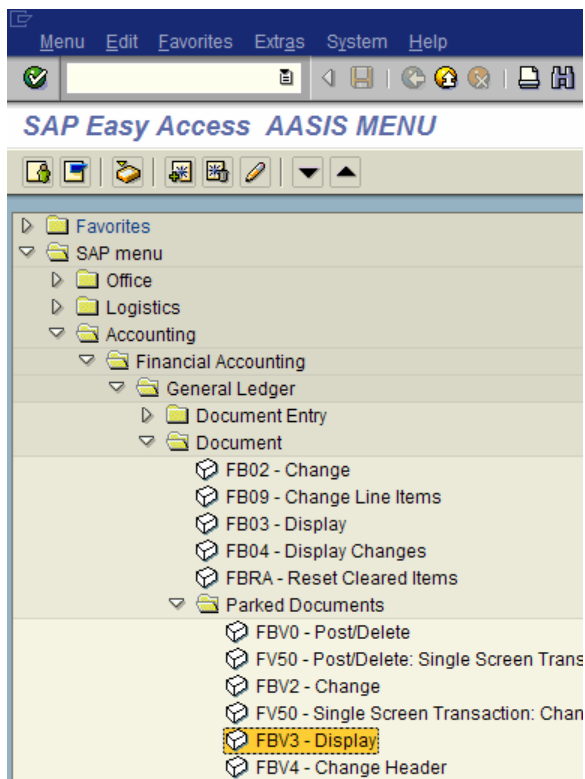
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Display Parked Document Report – Transaction FBV3

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Document>Display.

There is a “processing status” section of this report that will let you make a selection to just display “Parked as Complete” documents. This is a good report to run every month to make sure that all “Parked as Complete” documents are posted in the correct period.

NOTE: If you find a “parked as complete” document from a prior period for which the date cannot be changed, you must contact the ASC help desk for assistance.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

The Company Code and Fiscal Year should default. If they do not default, enter “ARK” in the “Company Code” field and enter the current fiscal year.

1. If you know the number of the document you want to view, type it in the “Doc. Number” field.
2. If you want to view several documents, click on the “Document list” button, which also makes several other fields available.

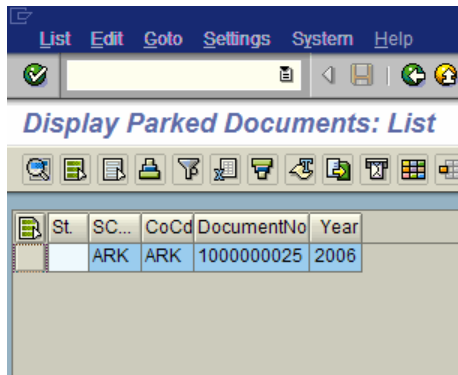
3. You can narrow your search criteria by entering information in any of the fields.
4. Enter your Business Area.
5. To search for “Parked as Complete” documents only, type an “X” in the “Complete” field.
6. Execute to continue.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

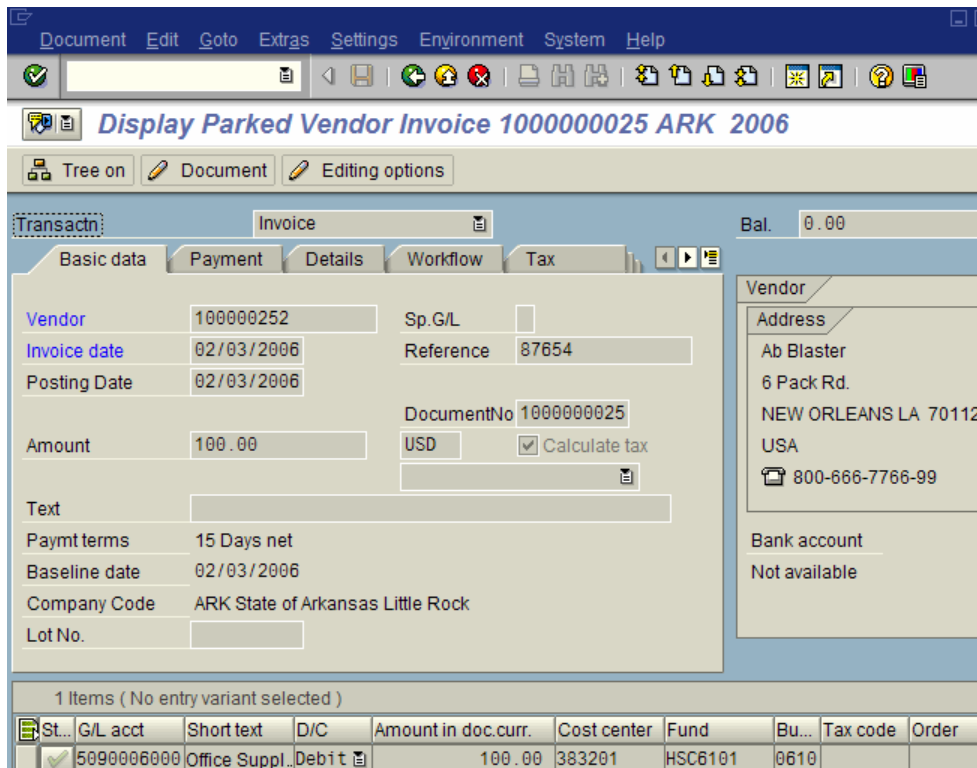
Viewing The Report

From the selections that were entered only one document meets the criteria. Double click the document number to display.



St	SC...	CoCd	DocumentNo	Year
	ARK	ARK	1000000025	2006

We ask for only “parked as complete” documents. Remember, “Parked as complete” documents should be posted within the period in which they were created. The invoice date and the posting date are February, 3, 2006. This date tells you that you should post this document in period “8”.



Document Edit Goto Extras Settings Environment System Help

Display Parked Vendor Invoice 1000000025 ARK 2006

Tree on Document Editing options

Transactn: Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor: 100000252 Sp.G/L: Reference: 87654

Invoice date: 02/03/2006 Posting Date: 02/03/2006

Amount: 100.00 USD Calculate tax

Text: Paymt terms: 15 Days net Baseline date: 02/03/2006 Company Code: ARK State of Arkansas Little Rock Lot No.

Vendor Address: Ab Blaster, 6 Pack Rd., NEW ORLEANS LA 70112, USA, 800-666-7766-99

Bank account: Not available

1 Items (No entry variant selected)

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu...	Tax code	Order
✓	5090006000	Office Suppl.	Debit	100.00	383201	HSC6101	0610		

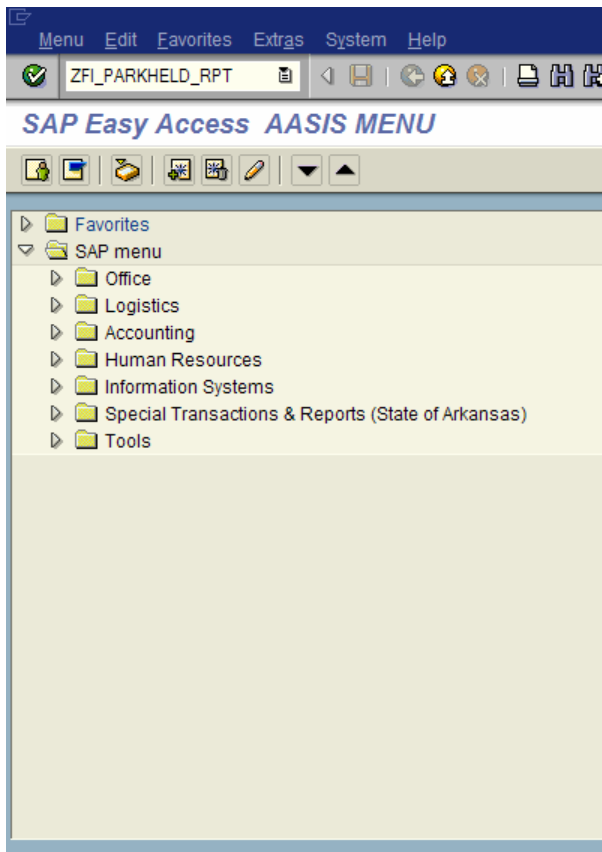


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Program For Parked Vendor Invoices – Transaction ZFI_PARKHELD_RPT

There is no Menu Path. Type Transaction ZFI_PARKHELD_RPT in the command field.

This report will display Parked Vendor Invoices.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

1. Narrow your search. In this example we entered “ARK” in the “Company code” field.
2. Enter your business area.
3. Enter the fiscal year.
4. “KR” was entered in the “Document type” field. “KR” means a direct vendor invoice.

Scroll down to continue.

5. “Vendor Credit balances” will default. Leave as is.

Execute to continue.

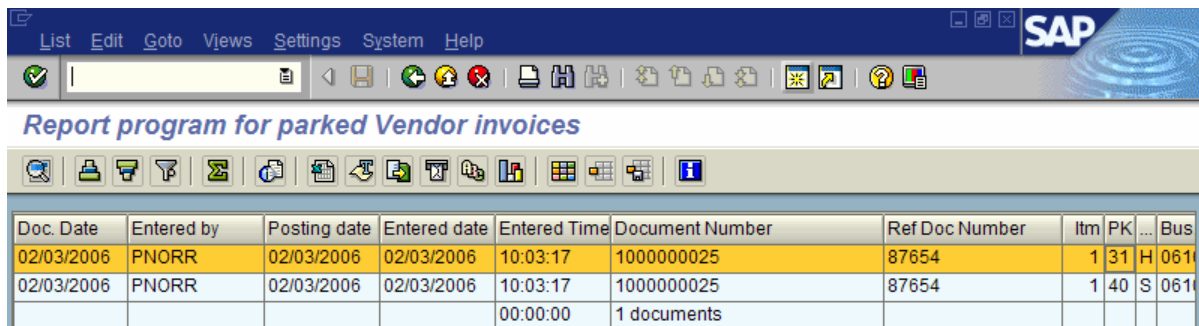


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

This example shows that there is one parked document. The document was entered into AASIS and parked on February 3, 2006 at 10:03.17. The document was entered by the user "pnorr" and the document number is "1000000025". You can view the Ref. Doc. Number. The posting key "31" = Credit to the vendor and the posting key "40" = Debit to the expense. "H" stands for credit and "S" stands for debit.

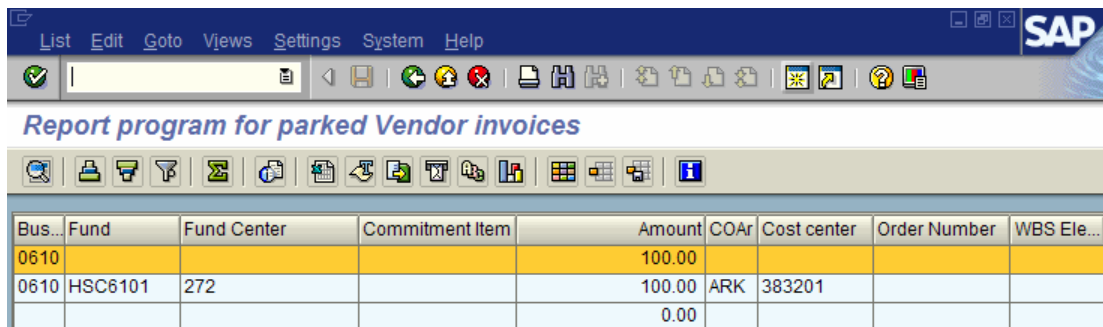
Scroll to the right to continue.



Doc. Date	Entered by	Posting date	Entered date	Entered Time	Document Number	Ref Doc Number	Itm	PK	...	Bus
02/03/2006	PNORR	02/03/2006	02/03/2006	10:03:17	1000000025	87654	1	31	H	0610
02/03/2006	PNORR	02/03/2006	02/03/2006	10:03:17	1000000025	87654	1	40	S	0610
				00:00:00	1 documents					

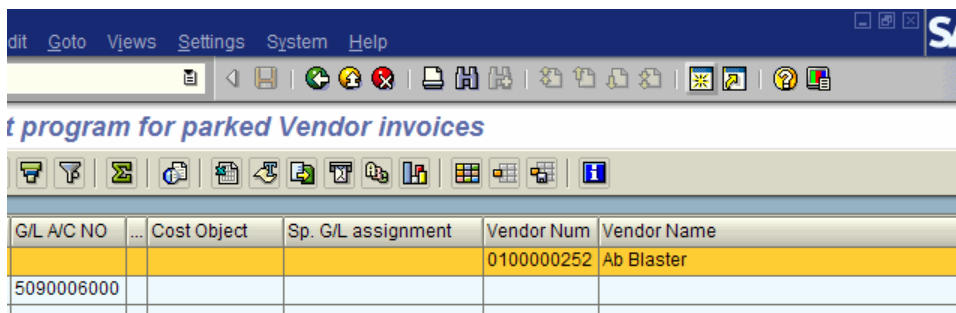
The business area is 0610. You can view the fund, funds center, amount, company code, cost center, order number and WBS element if applicable.

Continue to scroll to the right.



Bus...	Fund	Fund Center	Commitment Item	Amount	COAr	Cost center	Order Number	WBS Ele...
0610				100.00				
0610	HSC6101	272		100.00	ARK	383201		
				0.00				

You can view the G/L code, cost object, Sp. G/L assignment, vendor number and vendor name.



G/L A/C NO	...	Cost Object	Sp. G/L assignment	Vendor Num	Vendor Name
5090006000				01000000252	Ab Blaster

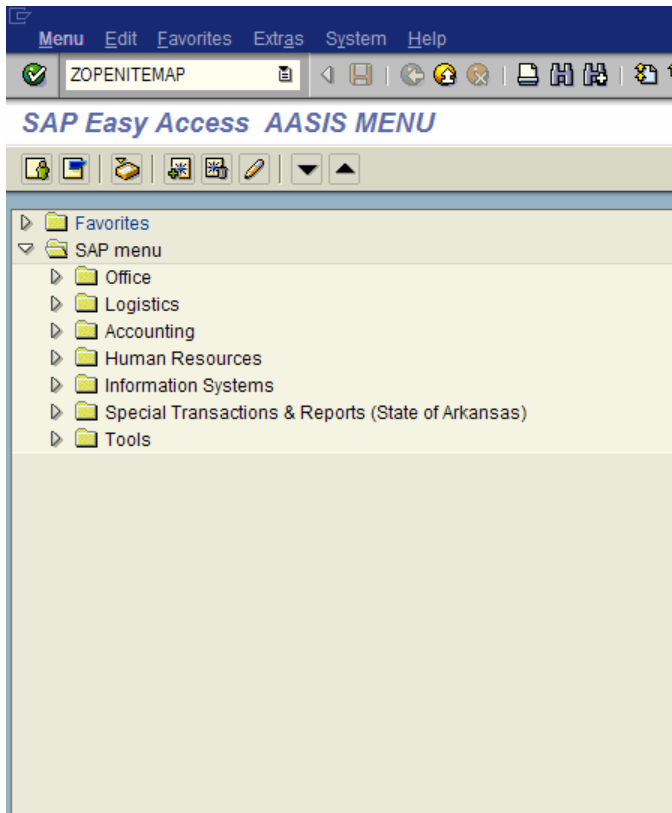


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Open Item AP Report – Transaction ZOPENITEMAP

There is no Menu Path. Type ZOPENITEMAP in the command field.

This report will display all AP items that have been posted but have not been paid.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Selecting The Report

Narrow your search.

1. Enter the Document type. This report will show both direct vendor invoices and vendor invoices that are associated with purchase orders.
2. Enter the fiscal year
3. Enter your business area
4. Enter payment method “W” and “A”. This will display open vendor invoices that will pay with a warrant, or ACH.

NOTE: To see open credit memos, the document type will be “KG”.

Execute to continue.

The screenshot shows the ZOPENITEM_AP program selection screen. The window title is "ZOPENITEM_AP". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for file operations. The main area is titled "Program selections" and contains a list of fields for selection. The fields are arranged in two columns, with "to" labels between them. The fields are: Accounting document number, Document type, Document date in document, Posting date in the document, Accounting document entry da, Fiscal year, Business area, Account number of vendor or, Baseline date for due date c, Payment method, Payment Block Key, Terms of payment key, Assignment number, Fund, User Name, and G/L Account Number. The values entered in the fields are: Document type: KR, Fiscal year: 2006, Business area: 0610, and Payment method: W. Callouts 1 through 4 point to the Document type, Fiscal year, Business area, and Payment method fields respectively. At the bottom, there is a section titled "Further processing options" with a radio button labeled "No further processing".

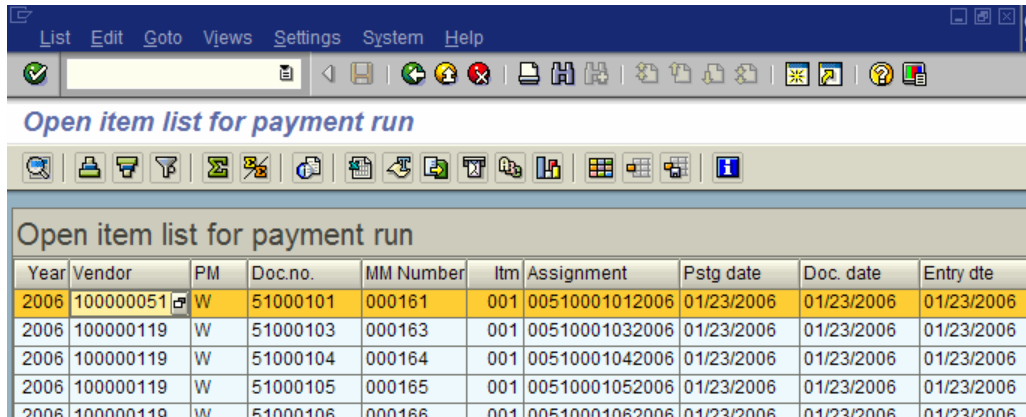
Field	Value	Callout
Document type	KR	1
Fiscal year	2006	2
Business area	0610	3
Payment method	W	4



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Viewing The Report

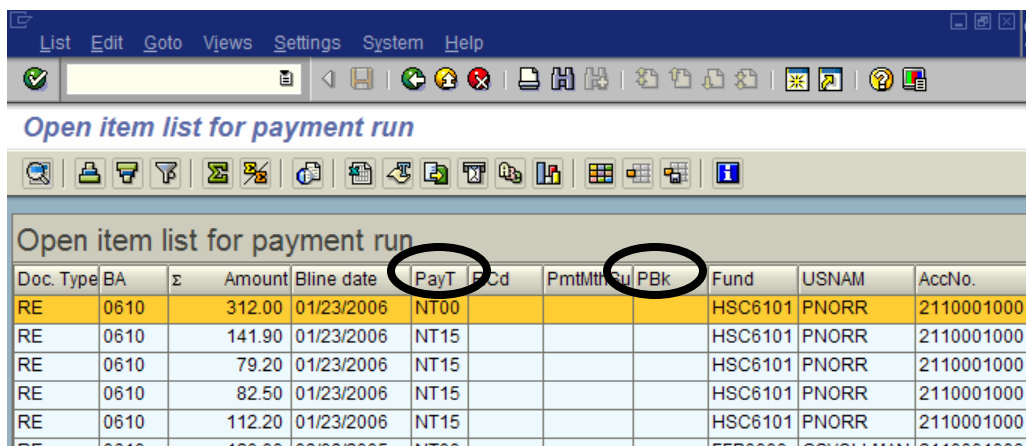
You can view the fiscal year, vendor number, payment method, document number, MM number, item number, assignment number, posting date, document date and entry date. Scroll to the right to continue viewing.



Year	Vendor	PM	Doc.no.	MM Number	Itm	Assignment	Pstg date	Doc. date	Entry dte
2006	100000051	W	51000101	000161	001	00510001012006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000103	000163	001	00510001032006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000104	000164	001	00510001042006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000105	000165	001	00510001052006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000106	000166	001	00510001062006	01/23/2006	01/23/2006	01/23/2006

This report shows the Document Type as “RE”, meaning the invoice was posted through the MIRO transaction. You can view the business area, amount, baseline date, and payment terms. You can also view the reason code, payment method supplement and payment block (if applicable). You can view the fund, the user name and the G/L account number.

NOTE: Look at the “Payment Terms” column and the “Payment Block” column to investigate why a vendor invoice has not paid. If the payment term of the document is NT15 and it is before that time, the vendor invoice is not ready for payment. If the document shows a payment block the document cannot pay until the block is removed. The document may be blocked because of a set tolerance or because the document is over \$100,000.



Doc. Type	BA	z	Amount	Bline date	PayT	P Cd	PmtMth	Su PBk	Fund	USNAM	AccNo.
RE	0610		312.00	01/23/2006	NT00				HSC6101	PNORR	2110001000
RE	0610		141.90	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		79.20	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		82.50	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		112.20	01/23/2006	NT15				HSC6101	PNORR	2110001000



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

REPORT REFERENCE GUIDE

Name	Transaction Number	Purpose	Pg.#
1. Actual Budget Report	Y_DEV_80000046	Shows documents that are holding your budget.	6
2. Open Commitment Items	ZCMT	Shows documents that are holding your budget.	13
3. List Display of Purchase Requisitions	ME5A	Displays a list of all open requisitions.	16
4. Open Purchase Requisitions	ZOPENREQ	Displays a list of all open requisitions.	24
5. Display List of GR/IR Balances	MB5S	Displays a list of your Goods Receipt/Invoice Receipt balances.	27
6. Purchasing Documents per Document Number	ME2N	Displays purchase orders with open goods receipts as well as open invoices.	30
7. Purchase Orders with Open Invoice Receipt	ZPO_OPEN_INV	Displays purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO).	32
8. Purchase Order Vendor Payment Report	ZPOPV	Will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).	38
9. Vendor Line Item Display	FBL1N	Displays all transactions to a particular vendor.	41
10. Display Parked Document	FBV3	Displays "Parked" and "Parked as Complete" vendor invoices.	45
11. Program for Parked Vendor Invoices	ZFI_PARKHELD_RPT	Displays parked vendor invoices	48
12. Open Item AP	ZOPENITEMAP	Displays all AP items that have been posted but not paid.	51



CHAPTER 3

DELETING AND CLOSING OPEN PURCHASE REQUISITIONS

In this chapter you will learn the difference between deleting and closing a purchase requisition. You will also learn how to do each process.

If a purchase requisition does not have a purchase order attached to it, or if the purchase order referencing a purchase requisition adds up to a quantity less than that on the purchase requisition, the purchase requisition will remain open and continue to commit budget.

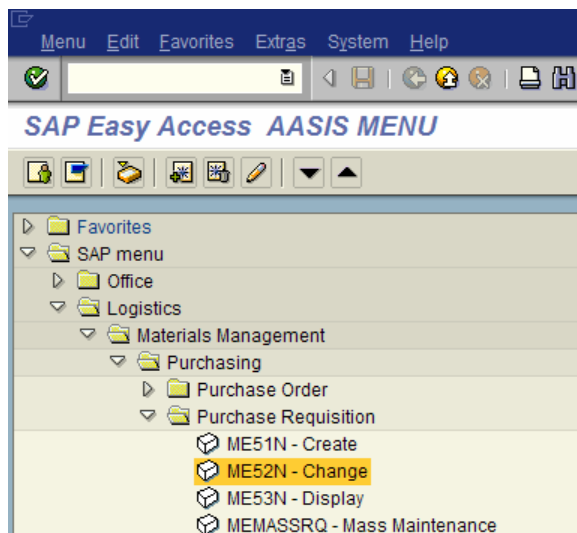
Deleting Unwanted Requisition Lines

You may have created a purchase requisition that is no longer needed. In that case, it is necessary to delete such requisitions in order to free up budget. A line can be deleted as long as it hasn't been converted to a follow-on document. Use transaction ME52N (change purchase requisition) to delete these lines.

Change Purchase Requisition – Transaction ME52N

Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>Change

This transaction will allow you to delete a purchase requisition line.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Click on the “Other Requisition” button.
2. Type in the purchase requisition number you need to delete.
3. Click the “Other document” button.

Change Purch. requisition 100000693

Document overview on | Personal setting

Req to PO 100000693 Source determination

Select Document

Purchase requisition 100000730

☐ Pur. order
☒ Purch. requisition

Other document

Code	Description	Stat...
01	Under \$1,000	✓

St...	Item A	I	Material	Short text	Quantity	Unit	C	Delivery date	Matl group	Plant	Stor. I
	10	K	10100116	Batteries for Phasers	100	CS	D	03/02/2006	BATTERIE...	Reference PI...	
										Reference PI...	
										Reference PI...	

4. Select the line/s to be deleted.
5. Click the delete icon.

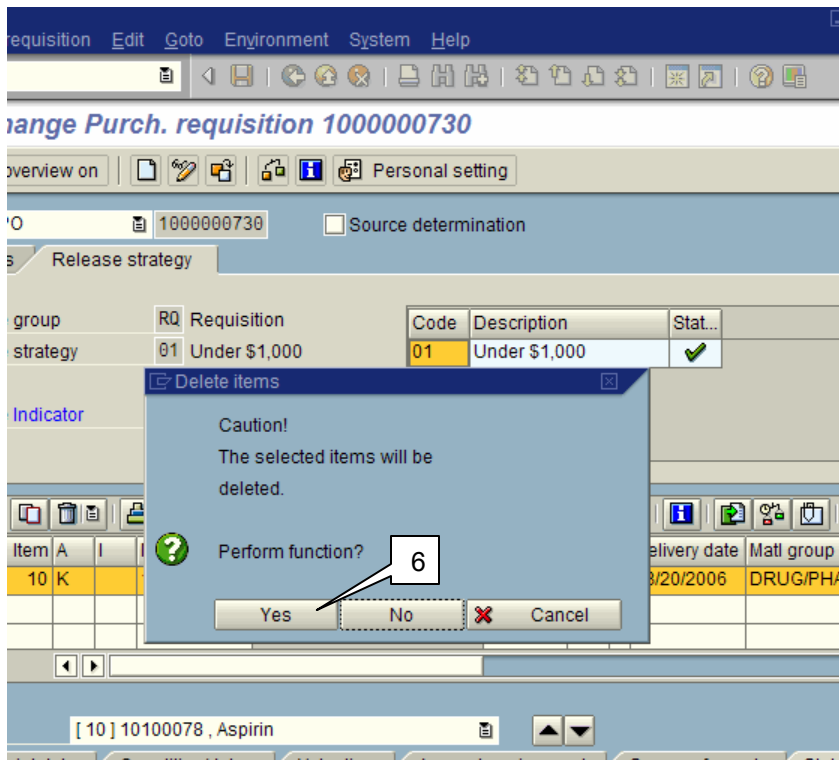
St... Item A I Material Short text Quantity Unit C Delivery date Matl group Plant Stor. I

	10	K	10100078	Aspirin	100	BT	D	03/20/2006	DRUG/PHA...	Reference PI...	
										Reference PI...	
										Reference PI...	



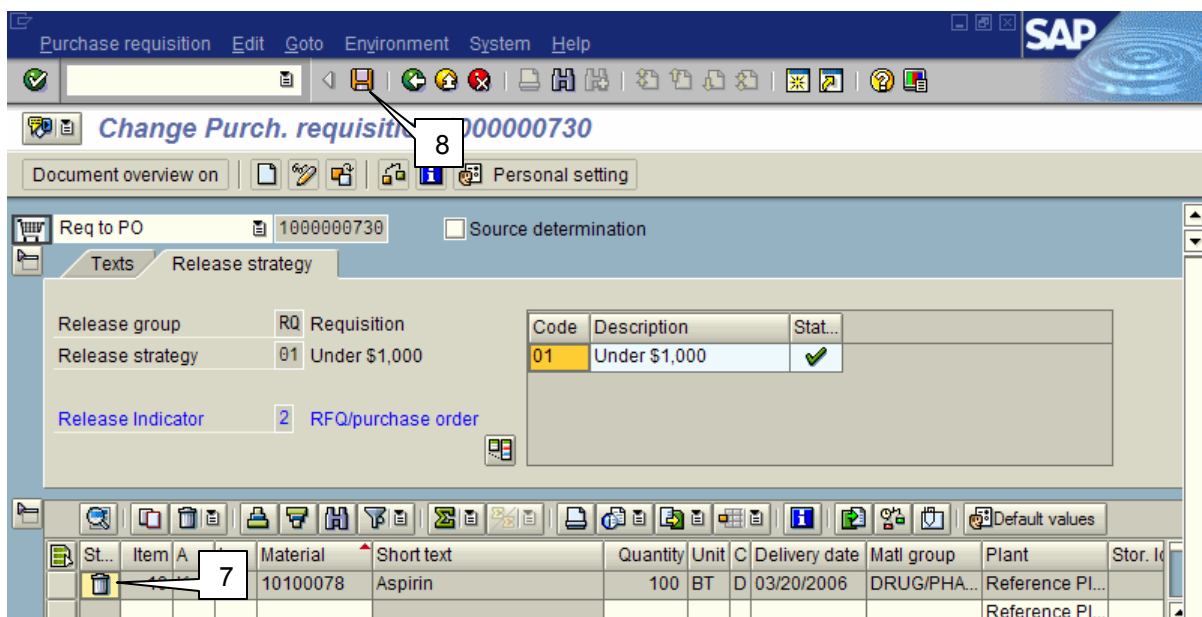
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

6. Click the “Yes” button to delete the line.



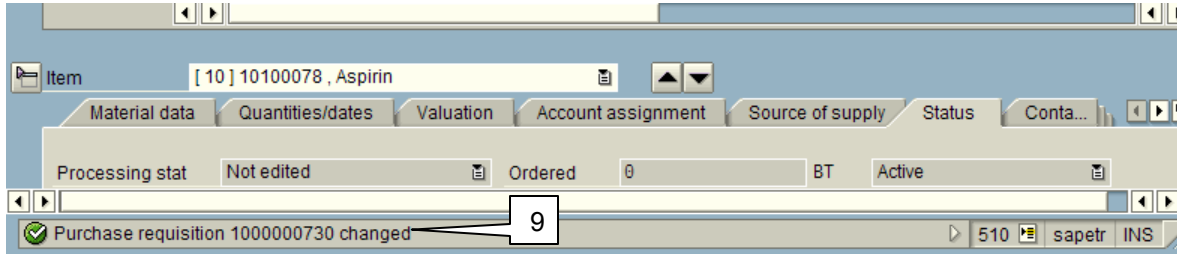
7. There is now a trashcan in the status column of the requisition line.

8. Click the “Save” button to save the deletion.



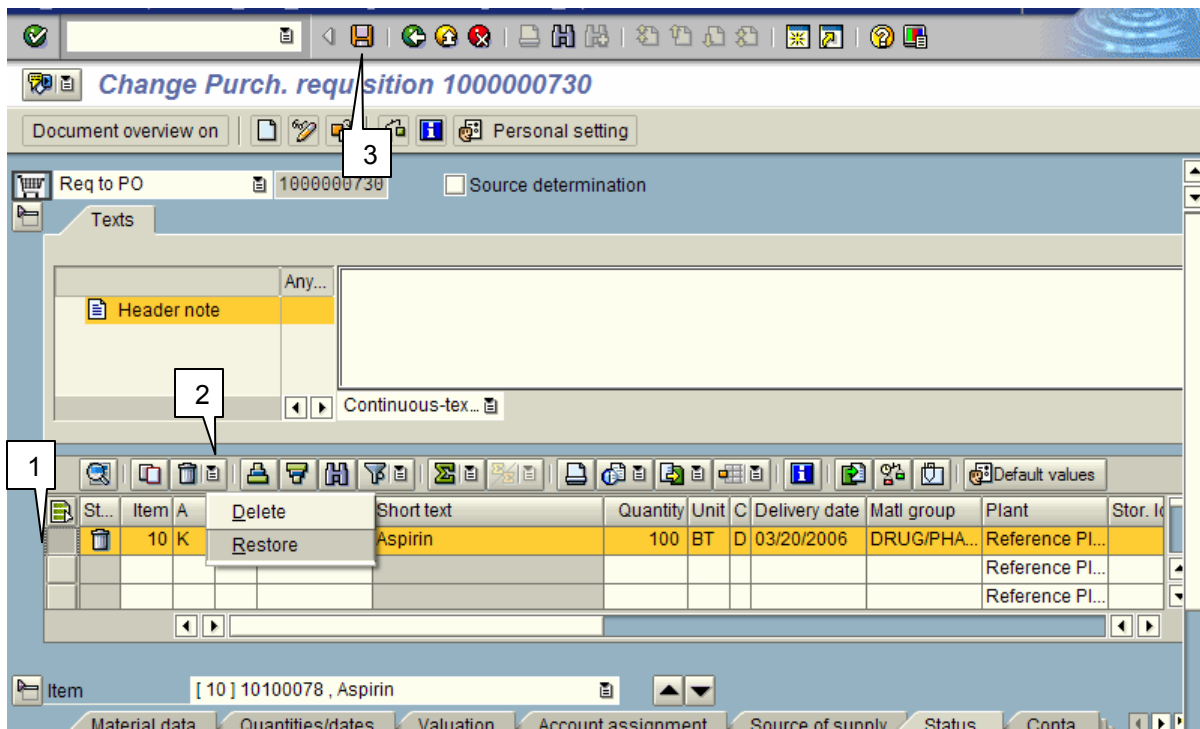
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

9. Note the message that the purchase requisition was changed.



NOTE: If you delete a purchase requisition by mistake you can restore it. Go back into ME52N and bring in the document you wish to restore.

1. Highlight the line you wish to restore.
2. Click to the right of the “trashcan icon” and click again on Restore.
3. Click the “Save” icon





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

4. You will notice the trashcan is gone from the "Status" box.
5. Also, you will see a system message that the purchase requisition is changed.

The screenshot shows the SAP Purchase Requisition 1000000730. The 'Status' box is highlighted with a callout '4', indicating the trashcan icon is gone. The 'Process' box is highlighted with a callout '5', showing the status 'Not edited' and 'Ordered' with a quantity of 0. The system message at the bottom states 'Purchase requisition 1000000730 changed'.

Release Indicator	Blocked
St...	Item A I
10	K
10100078	Aspirin
100	BT
D	03/20/2006
DRUG/PHA...	Reference PI...

Item [10] 10100078 , Aspirin

Material data Quantities/dates Valuation Account assignment Source of supply Status Conta...

Process stat Not edited Ordered 0 BT In Release

Purchase requisition 1000000730 changed ETR (1) (510) sapeqs INS



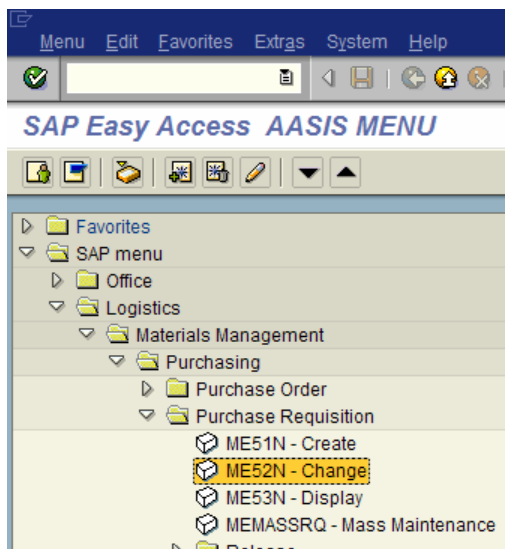
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Closing Purchase Requisition Items

The following technique explains how to close purchase requisition lines that have been partially cleared by a purchase order. This process is also accomplished using transaction ME52N.

Change Purchase Requisition – Transaction ME52N

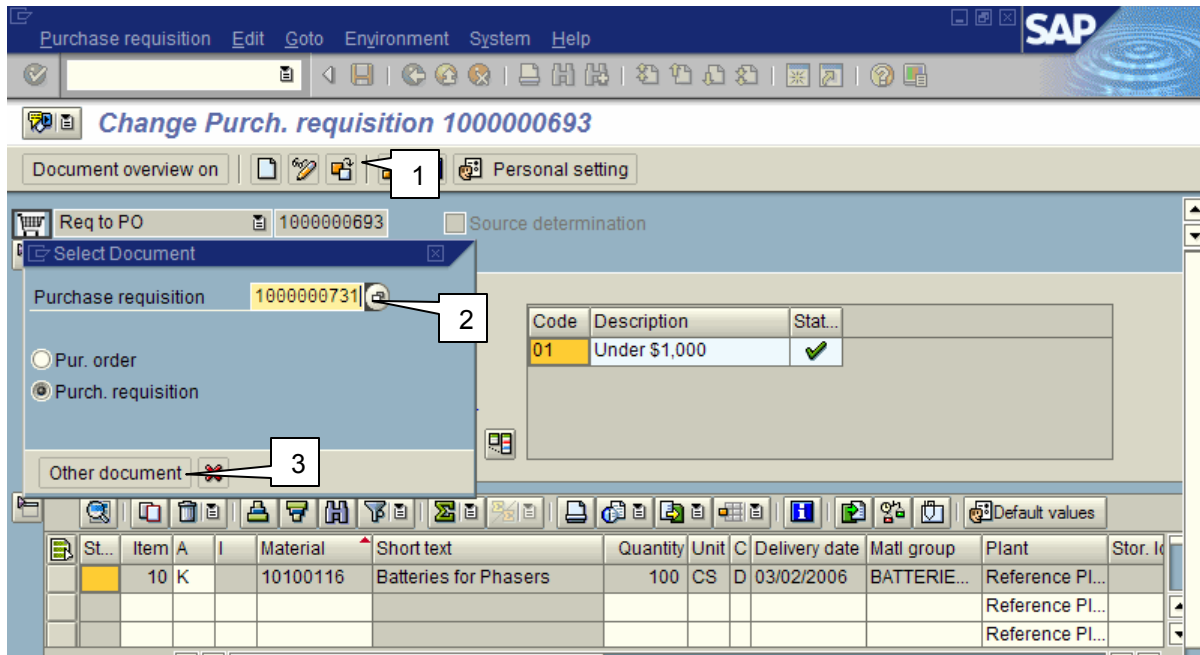
Menu Path: Logistics>Materials Management>Purchasing>Purchase Requisition>Change





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Click on the “Other Requisition” button.
2. Type in the purchase requisition number you need to close.
3. Click the “Other document” button.





- [illegible]

Quantity 50 EA Delivery date D 03/20/2006

Purchase requisition 1000000731 changed 510 sapetr INS

You have determined which purchase requisitions are still committing budget. While some of the purchase requisitions are in the process of being completed, some you may need to delete or close. You can **delete** a purchase requisition line(s) if there is no follow-on document attached to it. You must **close** the PR line(s) if a follow-on document is attached.



CHAPTER 4

DELETING AND CLOSING OPEN PURCHASE ORDERS

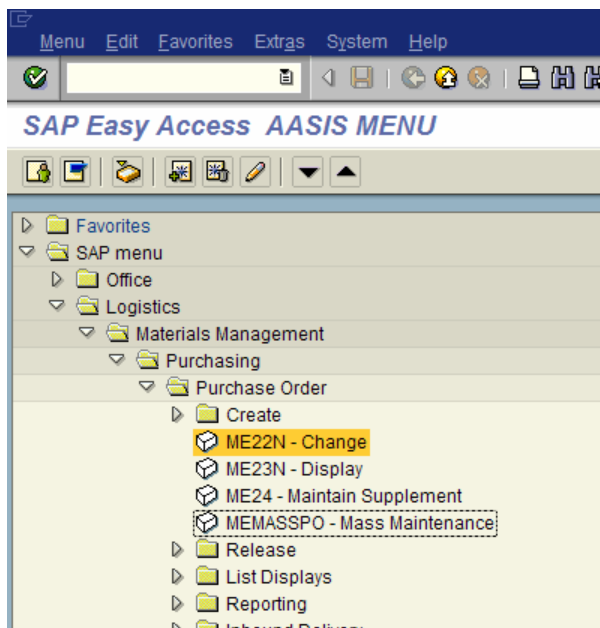
In this chapter you will learn the difference between deleting and closing a purchase order, as well as learning the processes.

If a purchase order does not have a goods receipt attached to it, or if the purchase order has been partially cleared by a goods receipt, the purchase order will remain open and continue to commit budget for the quantity not received.

Deleting Unwanted Purchase Order Lines

You created a purchase order that you no longer need. In that case, it is necessary to delete such purchase orders in order to free up budget. A line can be deleted as long as it hasn't had a goods receipt entered on it. To delete these lines, transaction ME22N (change purchase order) should be used.

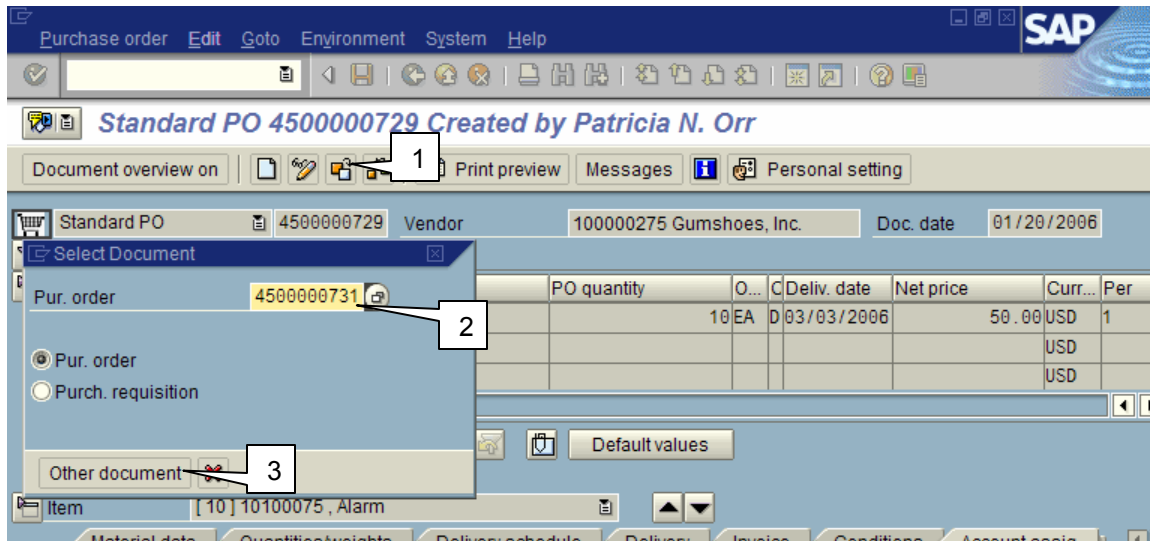
Change Purchase Order – Transaction ME22N



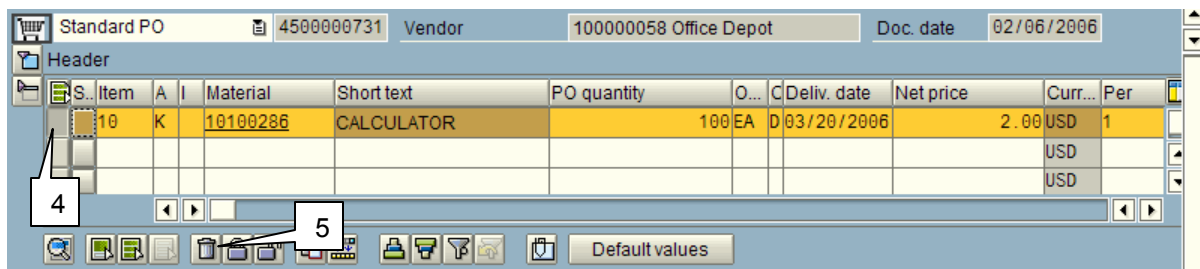


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Click on the “Other Purchase Order” button.
2. Type in the purchase order number you need to delete.
3. Click the “Other document” button.



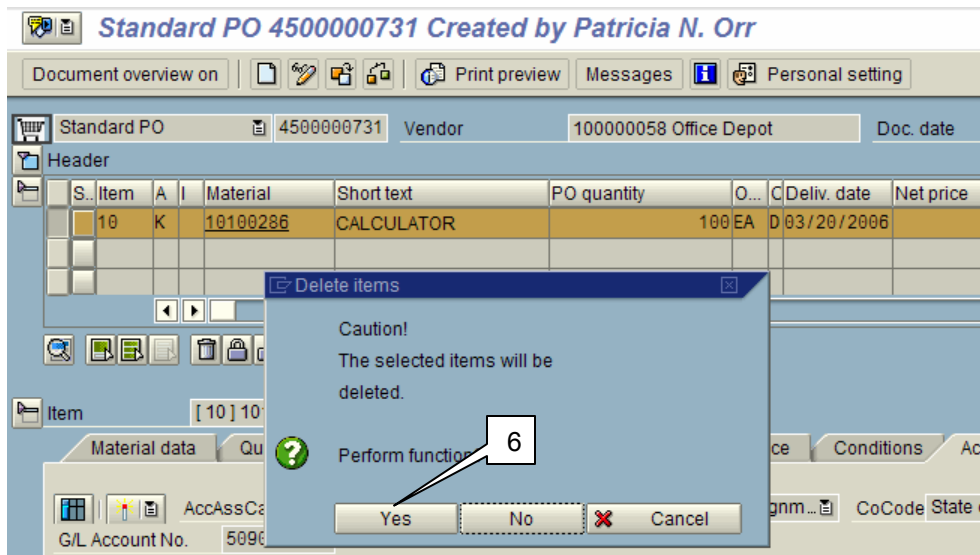
4. Select the line/s you want to delete.
5. Click the “Delete” icon.





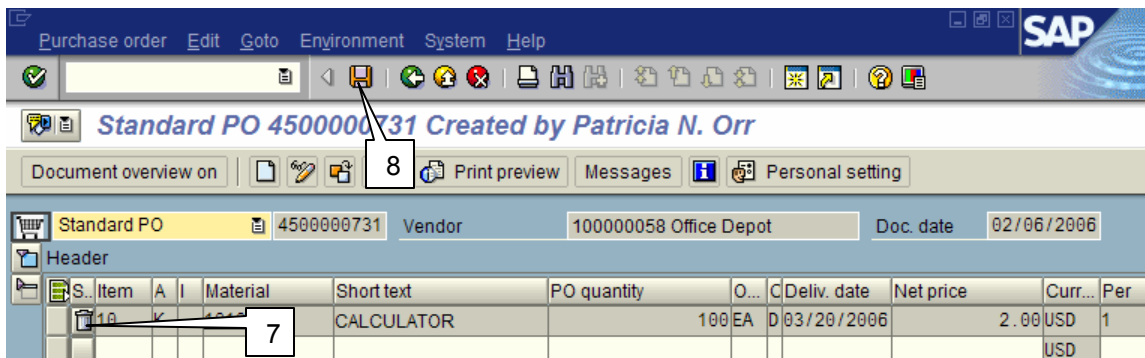
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

6. Click the “Yes” button to delete the line.



7. There is now a trashcan in the status column of the purchase order line.

8. Click the “Save” button to save the deletion.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

9. Note the message that the purchase order was changed.

A screenshot of a software interface for managing purchase orders. The interface has a light beige background with a blue header bar. On the left, there is a table with four rows: 'Cost Center' with value '383201', 'Fund' with value 'HSC6101', 'Functional Area' with value 'ADMN', and 'Funds Center' with value '272'. To the right of this table is a 'Commitment item' field with the value '502:00:02'. Below the table, there is a status bar with a green checkmark icon and the text 'Standard PO 4500000731 changed'. To the right of the status bar, there are several buttons: '510', 'sapetr', and 'INS'. A small white box with the number '9' is positioned over the status bar, with a line pointing to the message.

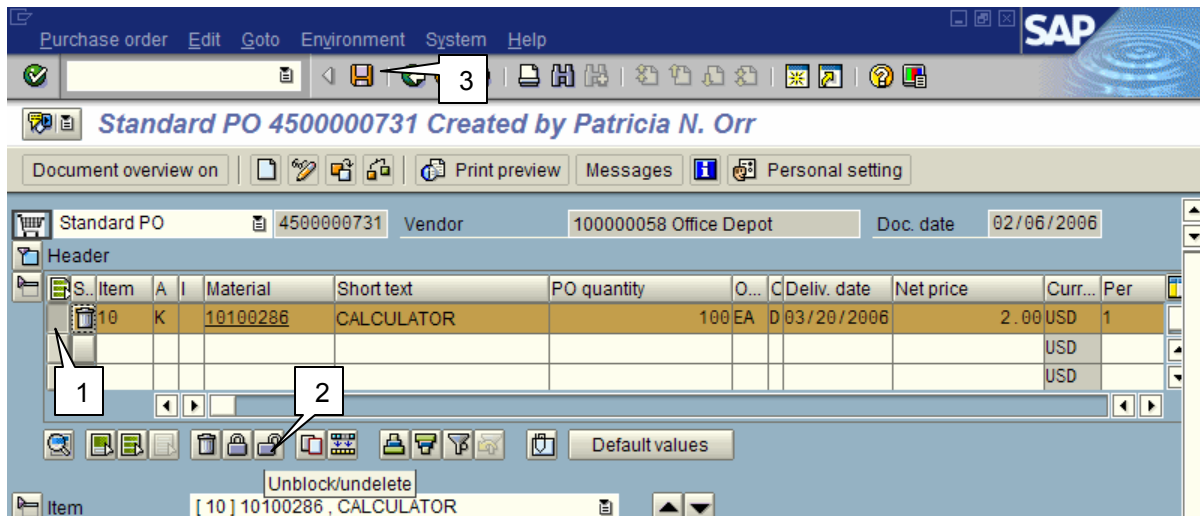
NOTE: You cannot delete a line item on a purchase order that has a Goods Receipt attached to it. The Goods Receipt must be cancelled first. Communicate with your agency's Goods Receipt Technician to cancel the GR document.



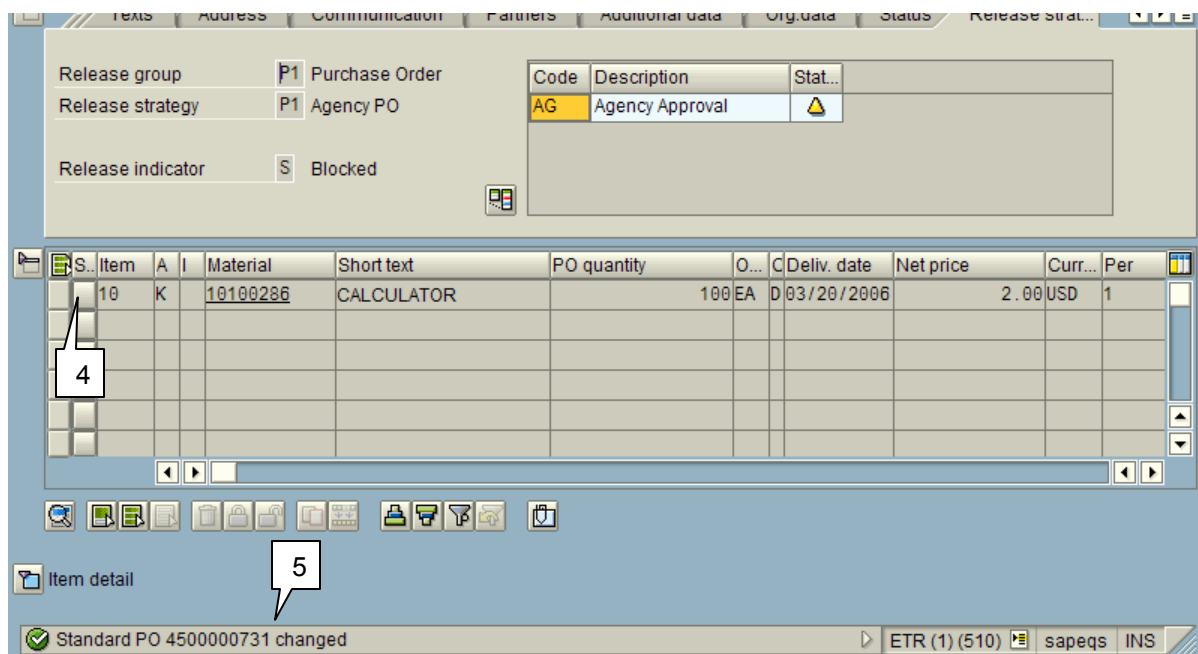
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

NOTE: If you delete a line item on a purchase order by mistake you can restore it. Go back into ME22N and bring in the document you wish to restore.

1. Highlight the line you wish to restore (undelete).
2. Click on the “Undelete” icon.
3. Click the “Save” icon.



4. The “trashcan” is gone from the “Status” box.
5. You will see a system message that the purchase order has been changed.





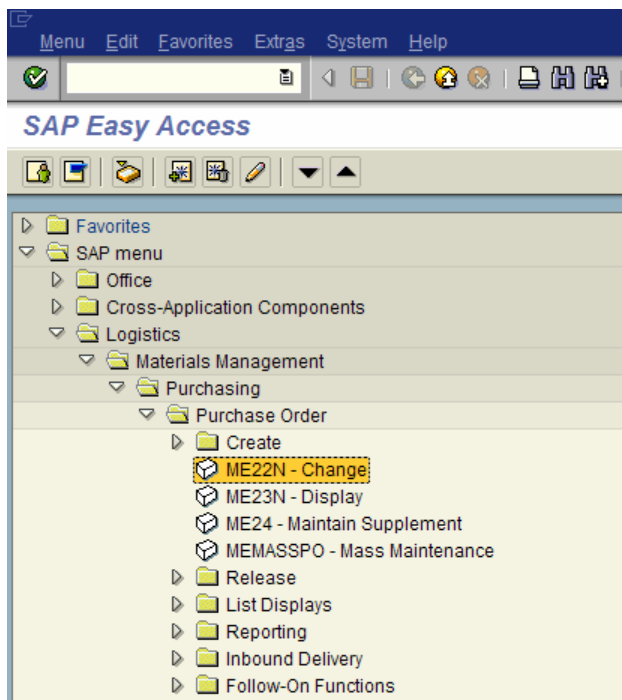
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Closing Unwanted Purchase Order Items

The following technique explains how to close purchase order lines that have been partially cleared by a goods receipt. This process is also accomplished using transaction ME22N.

Change Purchase Order – Transaction ME22N

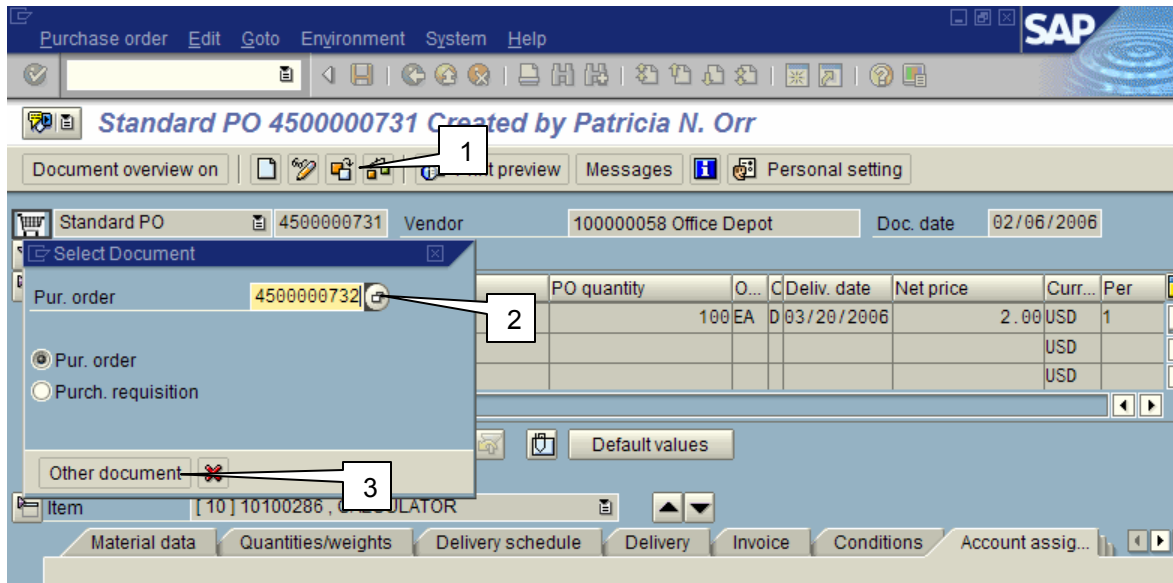
Menu Path: Logistics>Materials Management>Purchasing>Purchase Order>Change





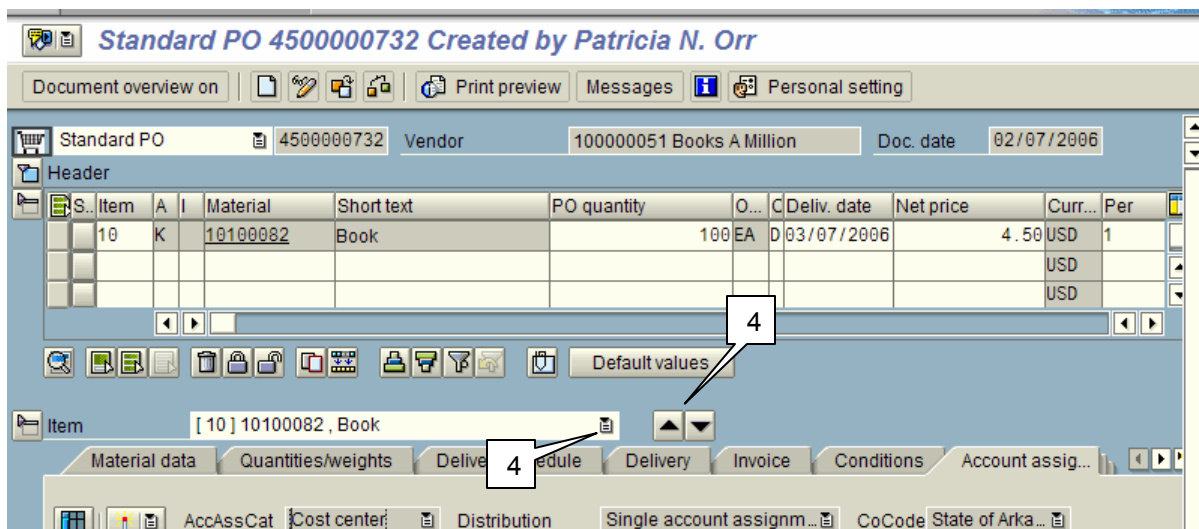
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Click on the “Other Purchase Order” button.
2. Type in the purchase order number you need to close.
3. Click the “Other document” button.



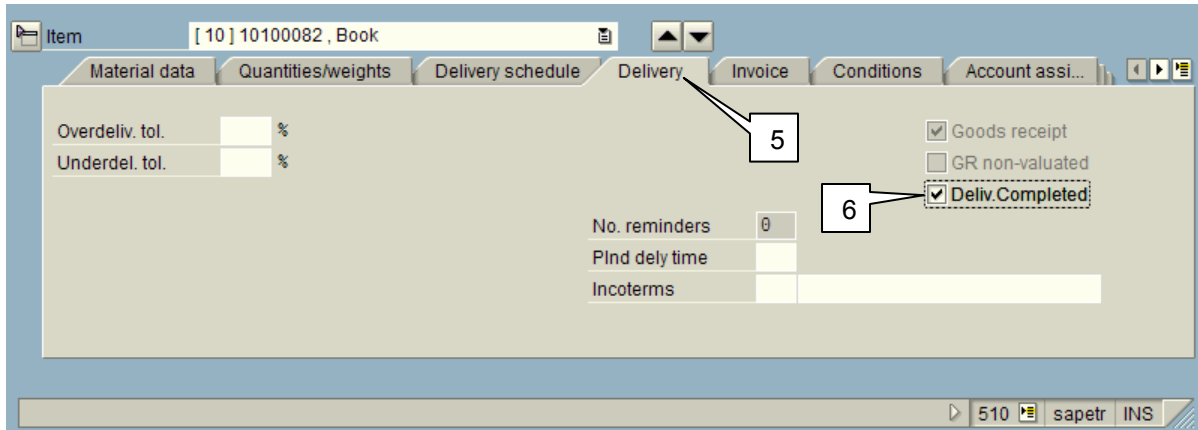
You will close the item by going to the item's “Delivery” and “Invoice” tabs.

4. If there is more than one item, click on the arrows until the item is displayed.
You can also choose from the menu icon to the right of the item number.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

5. Go to the "Delivery" tab.
6. Click the checkbox next to "Delivery complete". The "Delivery complete" setting closes the line item and indicates that no further deliveries are expected.



Item: [10] 10100082, Book

Material data | Quantities/weights | Delivery schedule | **Delivery** | Invoice | Conditions | Account assi...

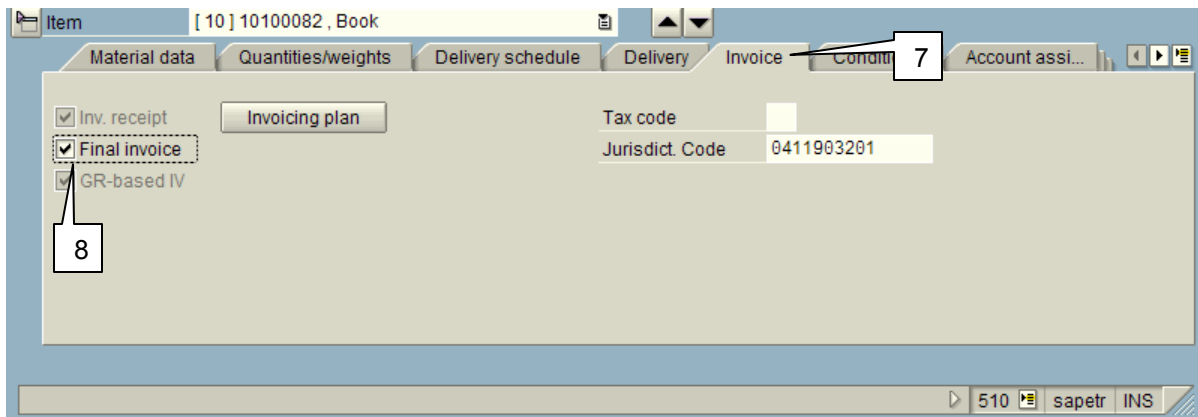
Overdeliv. tol. %
Underdel. tol. %

No. reminders 0
Plnd dely time
Incoterms

☒ Goods receipt
☐ GR non-valuated
☒ **Deliv. Completed**

510 sapetr INS

7. Go to the "Invoice" tab.
8. Click the checkbox next to "Final invoice". The "Final Invoice" setting indicates no further invoices are expected for the line item, and releases commitments. "Final invoice" should never be selected (on the PO or in MIRO) as long as additional deliveries and invoices are expected.



Item: [10] 10100082, Book

Material data | Quantities/weights | Delivery schedule | Delivery | **Invoice** | Conditions | Account assi...

☒ Inv. receipt
☒ **Final invoice**
☒ GR-based IV

Invoicing plan

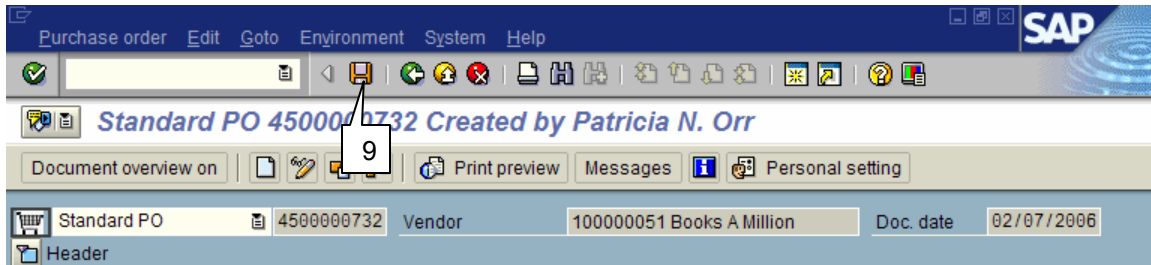
Tax code
Jurisdict. Code 0411903201

510 sapetr INS

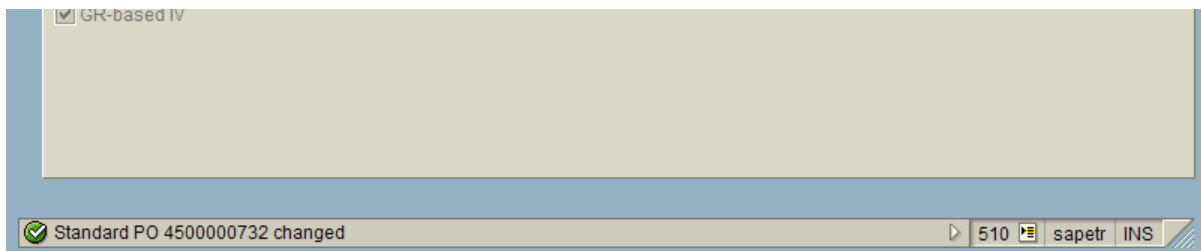


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

9. Click the “Save” button to save your changes.



10. The message will read “Standard PO changed”.



REMEMBER:

You have determined which purchase orders are still committing budget. While some of these purchase orders are in the process of being completed, some you may need to delete or close. You can **delete** a purchase order line(s) if there is no follow-on document attached to it. You must **close** the PO line(s) if a follow-on document is attached.



CHAPTER 5

DELETING AND REVERSING UNWANTED ACCOUNTS PAYABLE COMMITMENTS

How To Delete Unwanted AP Commitments

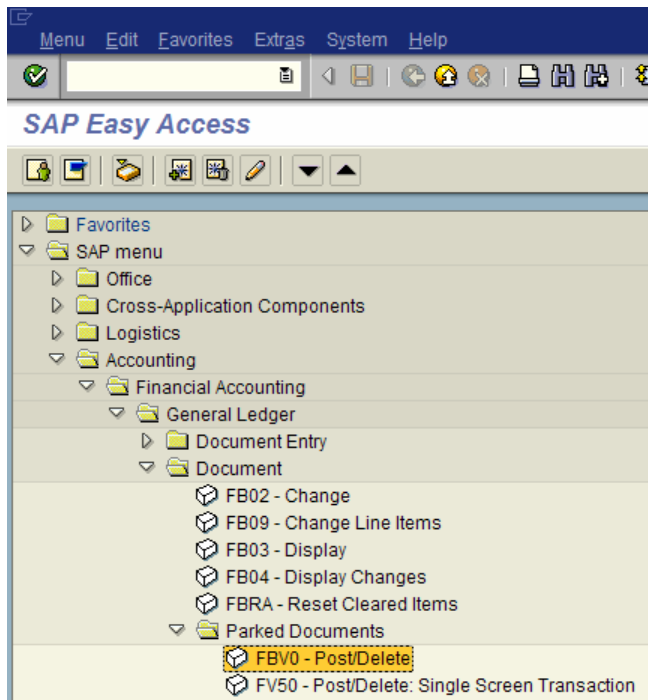
- Transaction FBV0 will allow you to delete a parked invoice document (FB60) that was parked using “Complex Posting”. You will need the AP Supervisor Security role to use this transaction.

NOTE: Parking with complex posting indicates an asset is involved. Contact your Asset Management Specialist if you delete an invoice document tied to an asset.

- Transaction FBV2 will allow you to delete an invoice document that is parked, but will not allow you to delete an invoice document that was parked using “Complex Posting”. You will need the AP Specialist Security role to use this transaction.

Delete Parked Invoice Documents – Transaction FBV0

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Documents>Post/Delete



1. Enter Company Code “ARK”.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

2. Enter Fiscal Year “2006” or the current fiscal year.
3. Click the “Document list” button to continue.

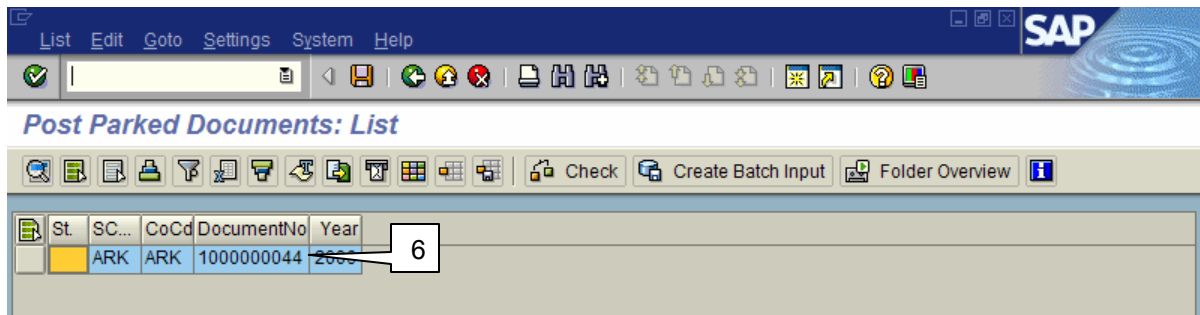
Narrow your search to bring in documents that fit specific criteria.

4. Enter the document number you need to delete.
5. Click the “Execute” button to continue.

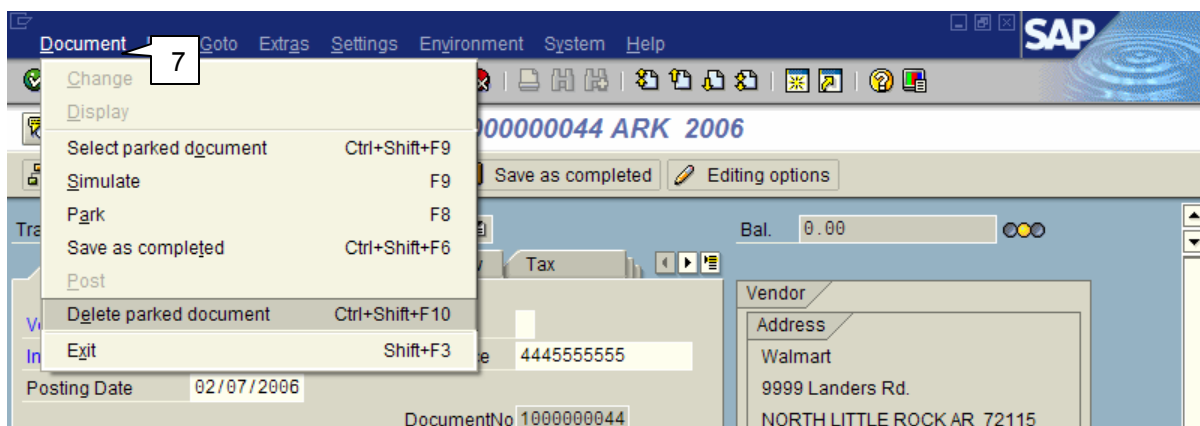


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

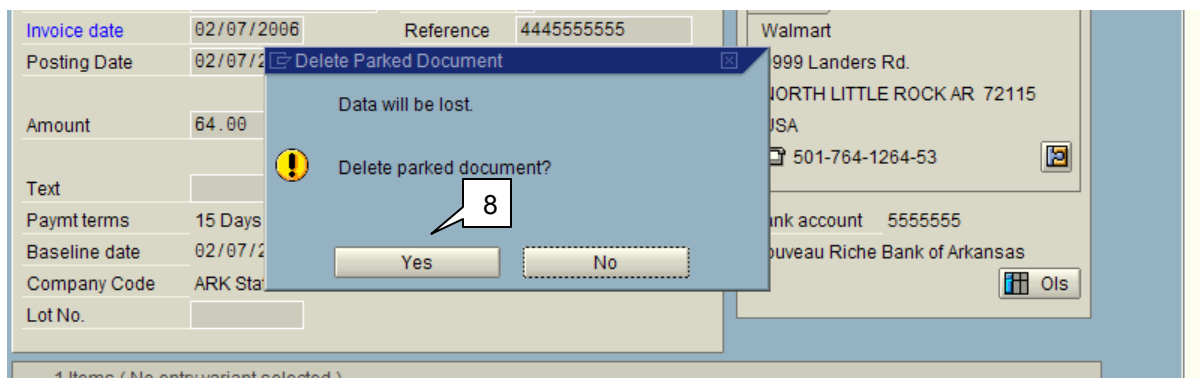
6. Double-click on the Document number.



7. Go to the menu bar and select, Document>Delete parked document.



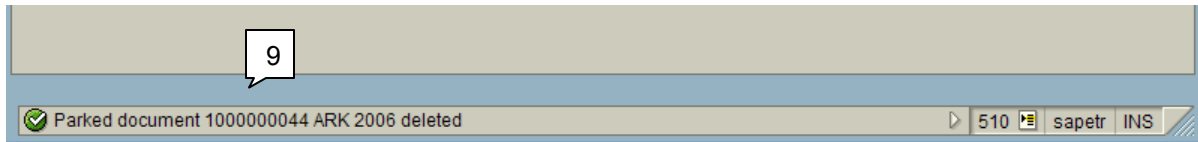
8. Click the “Yes” button to delete the document.





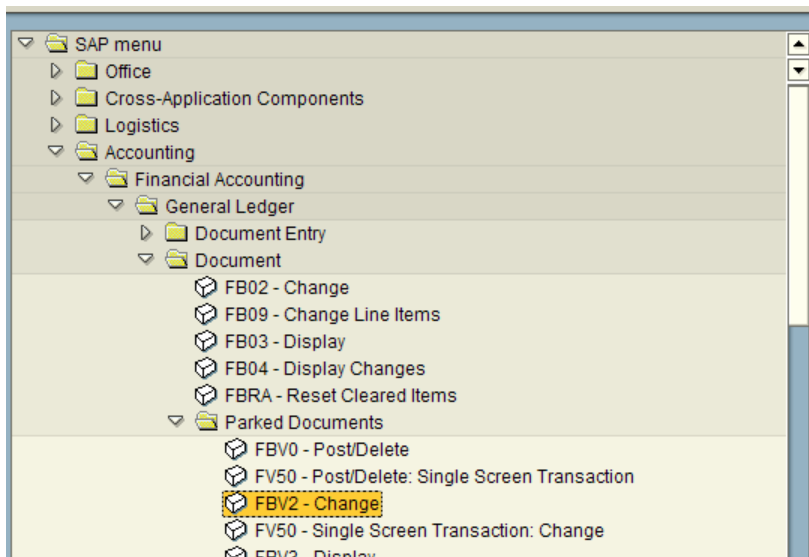
Open Commitments: Purchase Order and Vendor Invoice Clean-Up

9. You receive a message “Parked document deleted”.



Delete Parked Invoice Documents – Transaction FBV2

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Parked Documents>Change



Follow the same steps when using transaction FBV2 as you do when using FBV0. The only difference is you cannot delete a parked document that was created via complex posting.

NOTE: Once you delete a parked document, the data is gone. There is no way to retrieve the deleted parked document.

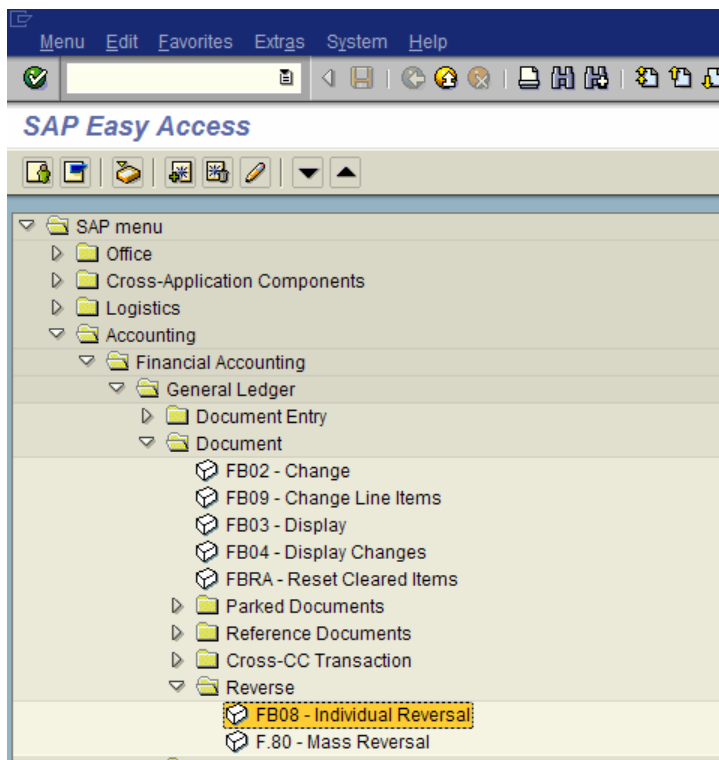


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Reversing A Posted But Unpaid Direct Vendor Invoice Or A Direct Vendor Credit Memo– Transaction FB08

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Change

NOTE: A reversal will reduce the value of the asset. If such a document is reversed, a follow-on document may be needed to restore value to the asset, depending on the reason for the reversal. Contact your Asset Management Specialist if you reverse a posted but unpaid direct vendor invoice that is tied to an asset.





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Enter the number to reverse in the “Document Number” field.
2. The Company Code is “ARK”.
3. The Fiscal Year is the fiscal year on the document.
4. The “Reversal Reason” is a required field. Type in or choose from the dropdown the reason for the reversal.
 - a. Reason Code “01” – Reversal in current period. Type in the document date in the “Posting Date” field. Choose “01” if the document was posted in the current period.
 - b. Reason Code “02” – Reversal in closed period. Type in the current date in the “Posting Date” field. Choose “02” if the document was posted in a prior period.
5. Always display the document. Click on the “Display before reversal” document.

The screenshot shows the 'Reverse Document: Header Data' window. It has a menu bar (Document, Edit, Goto, System, Help) and a toolbar. Below the title bar, there are three buttons: 'Display before reversal', 'Document list', and 'Mass Reversal'. The main area is divided into two panes. The left pane contains fields for 'Document Number' (1000994549), 'Company Code' (ARK), and 'Fiscal Year' (2006). The right pane contains a 'Reason for Reversal' table with 5 entries. The table has columns 'Reason' and 'Text'. The first entry is '01 Reversal in current period', the second is '02 Reversal in closed period', and the others are '03 Actual reversal in current period', '04 Actual reversal in closed period', and '05 Accrual/deferral posting'. There are also fields for 'Posting Date' and 'Posting Period'.

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Number 1000994549

Company Code ARK

Fiscal Year 2006

Specifications for Reverse Posting

Reversal reason ☒

Posting Date

Posting Period

Check management specifications

Void reason code

Reason	Text
01	Reversal in current period
02	Reversal in closed period
03	Actual reversal in current period
04	Actual reversal in closed period
05	Accrual/deferral posting



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

This screen displays the document overview. You can view the posting keys, account numbers, account short text, business area, cost center, fund, amount, and text. You can also change the display to view other fields. When you finish viewing the document, click the “green arrow back” to continue.

Document Overview - Display

Doc.type : KR (Vendor invoice) Normal document

Parked by BWEVANS Posted by MRJONES

Doc. Number 1000994549 Company code ARK Fiscal year 2006

Doc. date 01/31/2006 Posting date 02/13/2006 Period 08

Calculate Tax ☒

Ref.doc. 307-1164.300

Doc.currency USD

Item	PK	Account	Account short text	BusA	Cost Ctr	Fund	Amount	Text
1	31	100036382	UTILITY BILLING SERV	0610			54.35-	ACCT 307-1164.300
2	40	5040003000	Water & Sewage	0610	383264	MPH0100	54.35	

6. To post the reversal, click on the “Save” icon.

Reverse Document: Header Data

Display before reversal Doc list Mass Reversal

Document Details

Document Number 1000994549

Company Code ARK

Fiscal Year 2006

Specifications for Reverse Posting

Reversal reason 02

Posting Date

Posting Period

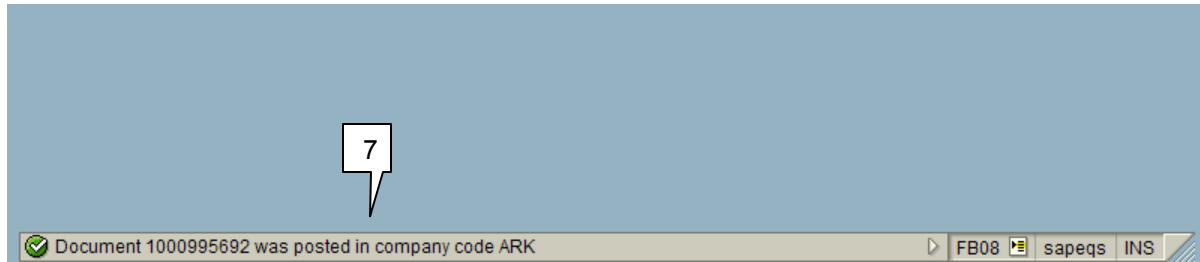
Check management specifications

Void reason code



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

7. You will receive a message saying that the “Document number was posted in company code ARK”.



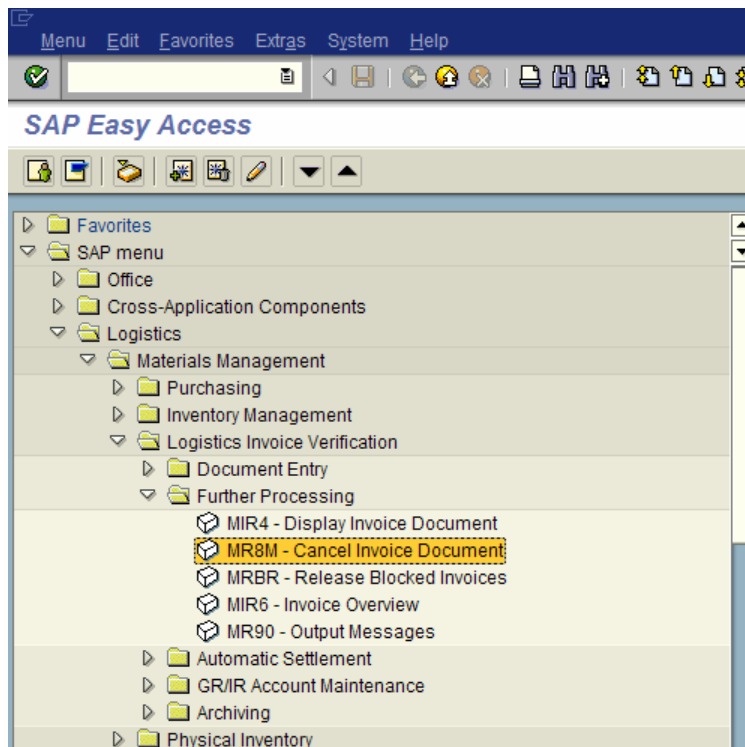
NOTE: Unlike MM documents that can be restored after deleting or closing, once you reverse an AP document, it **CANNOT** be restored.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Reversing A Posted But Unpaid Logistics Vendor Invoice Or A Logistics Vendor Credit Memo – Transaction MR8M. Follow with Transaction F-44.

Menu Path: Logistics>Materials Management>Logistics Invoice Verification>Further Processing>Cancel Invoice Document





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Enter the material document number.
2. Enter the Fiscal year.
3. Enter the Reversal reason.
4. Enter the date. Current period = Document date
Closed period = Current date
5. Always display the document. Click the “Display doc” button.

The screenshot shows the 'Cancel Invoice Document' dialog box. It has a menu bar with 'Invoice document', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and a list box. Callout 1 points to the 'Invoice doc. number' field (226). Callout 2 points to the 'Fiscal year' field (2006). Callout 3 points to the 'Reason for Reversal (1) 5 Entries' list box, which is currently showing '01 Reversal in current period'. Callout 4 points to the 'Posting date' field (03/15/2006). Callout 5 points to the 'Display doc.' button.

Invoice doc. number: 226
Fiscal year: 2006
Reason for Reversal (1) 5 Entries
Restrictions
Details for cancellation posting
Reversal reason: 01
Posting date: 03/15/2006
Reason Text
01 Reversal in current period
02 Reversal in closed period
03 Actual reversal in current period
04 Actual reversal in closed period
05 Accrual/deferral posting

View the document. When you are done “Green Arrow Back”.

The screenshot shows the 'Invoice' document view. It has a menu bar with 'Show PO structure' and 'Follow-on documents'. Below the menu bar is a toolbar with various icons. The main area contains several tabs: 'Basic data', 'Payment', 'Details', 'Tax', 'Contacts', and 'Note'. The 'Basic data' tab is selected, showing fields for 'Invoice date', 'Posting Date', 'Amount', 'Tax amount', 'Text', 'Paymt terms', 'Baseline date', and 'Company Code'. The 'Details' tab is also visible, showing fields for 'Reference', 'USD', 'Calculate tax', and 'P0 (Accounts Payable S...)'. The 'Contacts' tab is also visible, showing fields for 'Vendor 0100000163', 'Oil Trough Hillbilly Times', 'Rural route 1, Box 1', 'OIL TROUGH AR', 'USA', '888-665-0175-171', '888-665-', 'Bank acct 22558899', and 'Ragstoriches Bank of Arkansas'. The 'Note' tab is also visible, showing fields for 'Layout' and 'All information'. The bottom of the screen shows a table with columns: 'Item', 'Amount', 'Quantity', 'O...', 'Purchase ...', 'Item', and 'PO text'. The table contains one row with the following data: Item: 4500000826, Amount: 50.00, Quantity: 10 EA, Purchase ...: 4500000826, Item: 10, PO text: Animal Vitamins.

Transaction: Invoice 226 2006
Show PO structure Follow-on documents
Basic data Payment Details Tax Contacts Note
Invoice date: 03/15/2006 Reference: Z
Posting Date: 03/15/2006
Amount: 50.00 USD Calculate tax
Tax amount: 0.00 P0 (Accounts Payable S...)
Text
Paymt terms: 15 Days net
Baseline date: 03/15/2006
Company Code: ARK State of Arkansas Little Rock
Vendor 0100000163
Oil Trough Hillbilly Times
Rural route 1, Box 1
OIL TROUGH AR
USA
888-665-0175-171 888-665-
Bank acct 22558899
Ragstoriches Bank of Arkansas
Layout All information
Item Amount Quantity O... Purchase ... Item PO text
4500000826 50.00 10 EA 4500000826 10 Animal Vitamins



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

6. Click the “Save” icon to reverse the document.

Invoice document Goto System Help

Cancel Invoice Document

Display doc.

Invoice doc. number 226

Fiscal year 2006

Details for cancellation posting

Reversal reason 01

Posting date 03/15/2006

7. You will receive a message stating that “Document reversed with number xxxxxx.” The system will also remind you to clear your FI documents.

Document reversed with no. 229: Please manually clear FI documents

ETR (1) (510) sapeqs INS

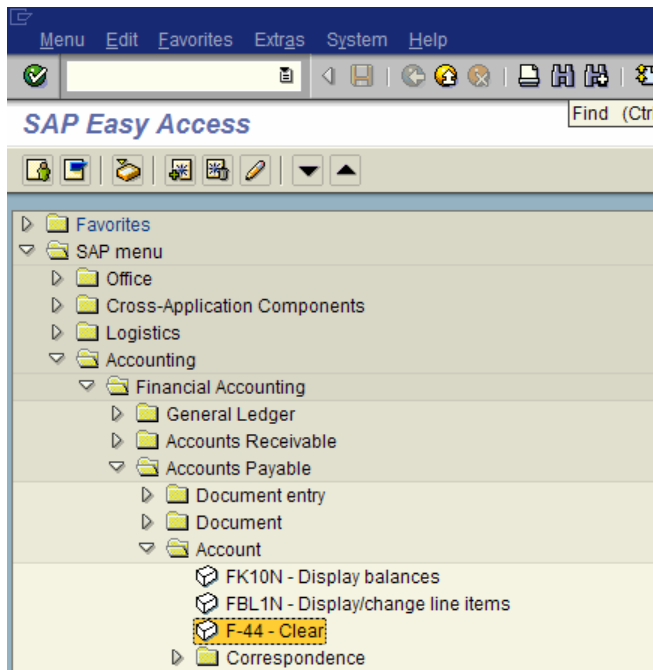


Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Clearing Vendor Open Items For A Logistics Invoice – Transaction F-44

This transaction follows MR8M. It will clear your FI documents.

Menu Path: Accounting>Financial Accounting>Accounts Payable>Account>Clear





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Enter the vendor number of the item you wish to clear.
2. Select the "Business Area" radio button.
3. Press the "Enter" key or click the "Process open items" button.

Document Edit Goto Settings System Help

Clear Vendor: Enter selection criteria

Process open items (3)

Account 100000270 (1) Clearing date 03/16/2006 Period 9

Company Code ARK Currency USD

Open item selection

Special G/L ind. ☒ Normal OI

Additional selections

☐ None

☐ Document Number

☐ Fund

☐ Posting Date

☐ Dunning Area

☐ Reference

☐ Payment order

☐ Collective invoice

☐ Document type

☒ Business Area (2)

☐ Tax code

☐ Others

4. Enter your Business Area.
5. Click the "Process open items" button.

Document Edit Goto Settings System Help

Clear Vendor: Enter selection criteria

Other selection Other account Process open items (5)

Parameters entered

Company Code ARK

Account 100000270

Account type K

Special G/L ind. ☒ Standard OIs

Business Area

From 0610 (4) To String Initial value



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

The following is a one time set-up.

6. Click on the “Editing options” button.

Document Edit Goto Settings Environment System Help

Clear Vendor: Process open items

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial pmt Res.items Wt tax

Account items 100000270 Firm Direct

Assignm...	Document ...	D..P...	Posting ...	Docume...	USD Gross	Cash disct	Cash...
00510001...	51000159	RE 31	03/16/2...	03/16/2...	400.00-		
00510001...	51000160	RE 21	03/16/2...	03/16/2...	400.00		

Editing status

Number of items 2 Amount entered 0.00

Display from item 1 Assigned 0.00

Reason code Difference postings

Display in clearing currency Not assigned 0.00

7. Enter a checkmark in the “Selected items initially inactive” box.
8. Save your editing options. Once you have saved your selection/s you will not have to repeat this process.
9. Green arrow back three times. You will receive a pop-up box asking if you want to exit. Click yes.

Options Edit Goto System Help

Accounting Editing Options

Open items

Open item processing

☐ Payment reference as selection criterion

☐ Process open items with commands

☒ Selected items initially inactive

☐ Enter payment amount for residual items

☐ Use worklists

☐ Display open items



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Repeat steps one through five.

10. Double click the amounts on the items you wish to clear. The amounts should turn blue and the “Not assigned” field at the bottom of the screen should be 0.00.
11. Click the “Save” icon to save your document.

Clear Vendor: Process open items

11

Standard Partial pmt Res.items Withldg tax

Account items 100000270 Firm Direct

Assignm...	Document...	D.P.	Posting...	Docume...	USD Gross	Cash discnt	Cash...
00510001...	51000159	RE 31	03/16/2...	03/16/2...	400.00		
00510001...	51000160	RE 21	03/16/2...	03/16/2...	400.00		

Document Date

10

Editing status

Number of items 2

Display from item 1

Reason code

Amount entered 0.00

Assigned 0.00

Difference postings

Display in clearing currency Not assigned 0.00

12. You will receive a message that the document was posted.

Reference

Payment order

Collective invoice

Document type

Business Area

Tax code

Others

12

Document 1000003 was posted in company code ARK

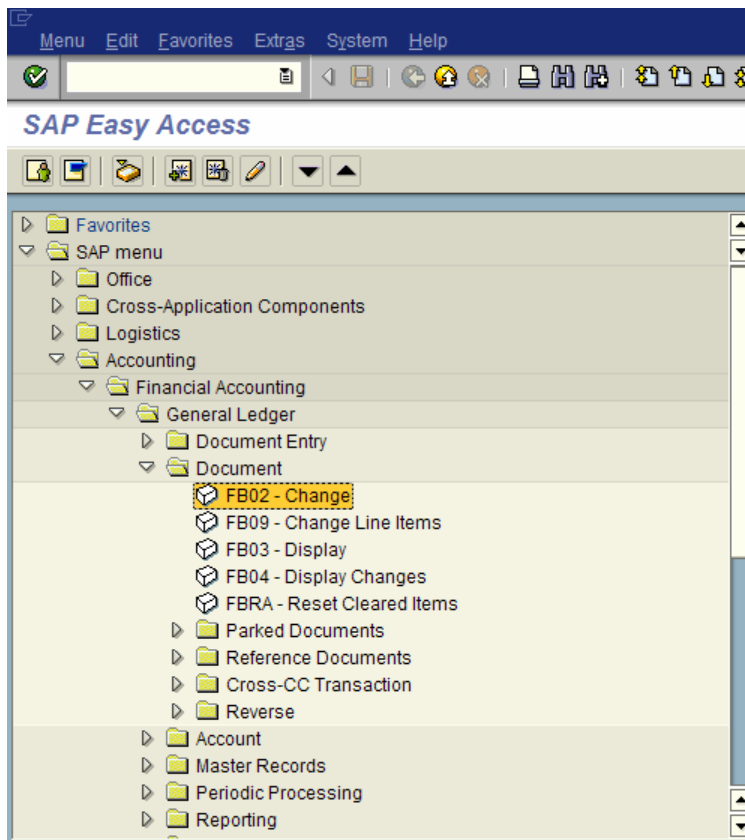
ETR (1) (510) sapeq INS



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

Change An Unpaid Logistics or Direct Vendor Invoice Or A Logistics or Direct Vendor Credit Memo – Transaction FB02

Menu Path: Accounting>Financial Accounting>General Ledger>Document>Change





Open Commitments: Purchase Order and Vendor Invoice Clean-Up

1. Enter the document number.
2. Enter the Company Code
3. Enter the Fiscal year.
4. Click the “Green check” to continue.

5. Double click on the account number.

Itm	PK	Account	Account	Port text	BusA	Cost Ctr	Fund	Amount	Text
1	31	9990350	ARKANSAS BUILDING AU	0610				841.90-	INVOICE 18229738 CUST
2	40	50300050	02-Bldg & Grds Maint	0610	383225	HSC6101		841.90	



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

You can change any fields that are not grayed out. Use the black up and down arrows to see more fields.

If you need to match an open credit memo with an open invoice, do it here. Add the invoice number to the “Invoice ref.” field on the credit memo.

The screenshot shows the 'Change Document: Line Item 001' window in the 4ASIS software. The window is divided into several sections:

- Vendor Information:** Vendor 9990350, ARKANSAS BUILDING AUTHORITY, G/L Acc 2110003000, Company Code ARK, 501 WOODLANE DR STE 320C, State of Arkansas, LITTLE ROCK, Doc. no. 1000994616.
- Line Item 1 / Invoice / 31:** Amount 841.90, USD, Tax code P0, W.tax base, USD, W.tax exempt 841.90, W.Tax Code 00.
- Additional details:** Bus. Area 0610, Disc. base 841.90, USD, Disc. amount 0.00, USD, Pay terms 0001, Days/percent, Bline date 02/13/2006, Fixed, Pmnt block, Invoice ref., Payment cur., Pmt Method W Pmt meth.supl., Payment Ref. 18229738, Assignment 18229738, Text INVOICE 18229738 CUSTOMER 998061002.

Remember to click the “Save” icon to save your changes.

REMEMBER:

You can **delete** an AP document that has been parked but not posted. Once the document has been posted you will have to do a **reversal** to that document. Once the document has gone through the payment process you can not longer **delete** or **reverse** an AP document.

After you have finished the closing, deleting, reversing, and posting, re-run the budget reports to see the changes.



Open Commitments: Purchase Order and Vendor Invoice Clean-Up

THE CARRY FORWARD PROCESS

- Purchase Requisition – Open purchase requisitions will not be carried forward to the next fiscal year.
- Purchase Orders – Open purchase orders that are tied to funds centers with carry forward authority will be carried forward, along with their budget.
- Purchase Orders – Open purchase orders that are tied to fund centers without carry forward authority will be carried forward, but the budget will not.
- AP Documents
 1. ASC will delete all parked vendor invoices that remain after the final payment run on June 30th.
 2. Posted but open vendor invoices that are tied to funds centers with carry forward authority will be carried forward, along with their budget.
 3. Posted but open vendor invoices that are tied to funds centers without carry forward authority will be carried forward if an agency has sufficient budget in the upcoming fiscal year.
 4. ASC will reverse all posted but open vendor invoices that do not carry forward because of lack of budget.

NOTE: Posted Documents Reversed At Fiscal Year End

If you plan to re-enter a reversed posted invoice in the next fiscal year, you need to add a "Y" as the first character in the "Reference" field. The CAFR team will guide the agencies in recording accrued payments from the prior fiscal year using the "Y" vouchers.